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# Info Source

**Sources of Federal  
Employee Information  
2005-2006**

Canada







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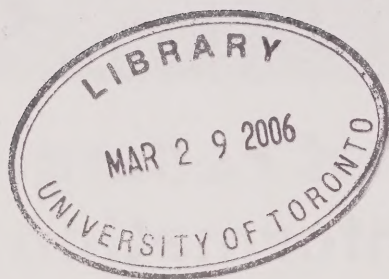
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# Info Source

## Sources of Federal Employee Information 2005–2006





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This document is available in alternate formats on request.

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# INTRODUCTION

**Note:** This introduction to **Info Source** is in large print to assist persons with visual disabilities.

## A. Foreword

**Info Source: Sources of Federal Employee Information** will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws - the *Access to Information Act* and the *Privacy Act*. The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

**Info Source** is comprised of the following publications:

### **Info Source: Sources of Federal Employee Information:**

- Contains information to help current and former federal government employees to locate personal information held by the government.
- Is intended to help former and current government employees to exercise their rights under the *Privacy Act*.

### **Info Source: Sources of Federal Government Information:**

- Provides information about the Government of Canada, its organization and its information holdings.
- Helps individuals determine which institution to contact about requesting information formally or informally.
- Provides individuals who are not, and who have never been employees of the federal government, with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act*.

### **Info Source: The *Access to Information Act* and *Privacy Act* Bulletin:**

- Provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983.
- Contains a summary of federal court cases related to Access to Information.



**Info Source:** Directory of Federal Government Enquiry Points:

- Contains addresses and telephone numbers for federal departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*.
- Other institutions associated with the federal government are included to facilitate access.

**Info Source** is distributed to libraries, municipal offices and federal government offices across Canada.

It is helpful to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

## **B. Inside Info Source**

This **Info Source** publication has three main components:

### **1) Introduction**

The Introduction includes:

- Section A - the Foreword
- Section B - a description of the contents of **Info Source**
- Section C - guidance on how to use **Info Source** effectively
- Section D - a summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications
- Section E - some essential points about the *Privacy Act*
- Section F - detailed information about the various categories of Personal Information Banks (PIBs)
- Section G – directions on how to make a formal request under the *Privacy Act*
- Section H - contact information if you wish to obtain a copy of any of the **Info Source** publications; and
- Section I - information about the terms used throughout the book

### **2) Standard Personal Information Banks (PIB)**

Standardized descriptions of personal information have been developed by Treasury Board to describe personal information that may be found in records

commonly maintained by federal institutions and are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

### **3) Chapters**

There is one chapter for each federal government department or agency subject to the *Privacy Act*. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains a description of personal information relating to current and former employees of the institution, the purpose and intended use (consistent use) of the information, and a statement of how long the records containing the information are retained by the institution (retention), what happens to the records when no longer required by the institution (disposal which is either destruction or transfer to the Library and Archives Canada for permanent retention and the authority reference that permits the disposition action (Retention Disposition Authority).

## **C. Using Info Source effectively**

### **Determine the correct chapter**

Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

If you don't know if you have the correct department or agency, a telephone call, email or letter to any Privacy Coordinator's office should provide the answer.

### **For persons with disabilities**

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

## **D. Roles and Responsibilities**

### **Treasury Board**

In accordance with the *Privacy Act*, Treasury Board is responsible for the annual publication of an index of personal information that will both serve to keep the public informed of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.



## **Library and Archives Canada (LAC)**

Under the *Library and Archives Canada Act*, the Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Questions concerning these responsibilities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at (613) 944-IMGI (4644) or by e-mailing [imgi@lac-bac.gc.ca](mailto:imgi@lac-bac.gc.ca).

## **Individual Institutions**

Government institutions are required to provide details about personal information banks as well as descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. Accountability regarding the decision to destroy records, once a Records Disposition Authority (RDA) has been established, and the timing of records destruction rests with individual government institutions.

Each federal institution has a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Privacy Request Form.

## **Privacy Commissioner**

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has

taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

When the Privacy Commissioner’s investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court -Trial Division for a review of the matter.

You may write or call the Privacy Commissioner’s office at:

**Office of the Privacy Commissioner**

Place de Ville, Tower B  
112 Kent Street, 3rd Floor  
Ottawa, Ontario K1A 1H3

- General Enquiries .....(613) 995-8210
- Fax .....(613) 947-6850
- Toll-free .....1-800-282-1376
- TTY .....(613) 992-9190
- Web Site .....www.privcom.gc.ca

**E. Privacy Act**

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

**Most information is available when you ask**

Most of your personal information is available to you at your request. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

**Types of personal information held**

You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Customs and Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Social Development Canada.



There is personal information that the federal government may not release under the *Privacy Act*. For example, some personal information may relate to individuals other than the person requesting the information, or it may be about sensitive national security matters or law enforcement investigations.

**Note:** The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

### **Some personal information is confidential**

The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

### **Safeguarding personal information**

The protection of your personal information and privacy is a very important aspect of the *Privacy Act*. The *Act* states how and when the government may collect, store and dispose of personal information. It also covers specifically why and how the information may be used or given out, as well as who may use or receive it.

### **Giving out information**

The government may only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena. Such disclosures are discretionary and are subject to any other *Act* of Parliament.

## **F. Personal Information Banks (PIB)**

Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

The three types of Personal Information Banks contained within **Info Source: Sources of Federal Employee Information** relate only to current and former Government of Canada employees and they are as follows:

**Standard Employee Personal Information Banks:** There are a number of Employee Related Standard PIBs (Standard Employee PIBs) that describe personal information contained in records commonly maintained by most government institutions about their employees. Institutions may require several or all of these Standard PIBs to describe the personal information contained within their records. The Standard PIBs describe information about such activities as pay and benefits, training and development, performance, etc.

These Standard Employee PIBs use the unique identifier “PSE”.

**Particular Employee Personal Information Banks:** Particular Employee PIBs describe personal information about employees that is specific to the requirements of each department or agency and is held within their record keeping systems.

Particular Employee PIBs use the unique identifier “PPE”.

**Central Employee Personal Information Banks:** These records and their related PIBs are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They describe information about employees from all or several government institutions.

Central Employee PIBs use the unique identifier “PCE”.

The other types of Personal Information Banks (PIB) relate to members of the general public or a combination of members of the general public and federal employees (current and former). These PIBs are contained the complementary volume to this publication — **Info Source: Sources of Federal Government Information**, which is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

**Particular Personal Information Banks:** describe personal information about members of the general public, plus federal employees (current and former) that is contained in the records of the particular institution.

These Particular PIBs are identified with the unique identifier “PPU”.



**Standard Personal Information Banks:** a series of Standard PIBs describe personal information contained in records commonly maintained by most government institutions. Institutions may require several or all of these Standard PIBs to describe the personal information contained within their records, such as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.

These Standard PIBs are identified with the unique identifier “PSU”

**Central Personal Information Banks:** describe information about the general public, plus federal employees (current and former). These records and their related PIBs are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat.

These Central PIBs are identified by the unique identifier “PCU”.

## **G. How to Apply**

### **Privacy Act**

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

Obtain a *Personal Information Request Form* at any location where **Info Source** is available (including the Web Site: [www.tbs-sct.gc.ca/tbsf-fsct\\_e.html](http://www.tbs-sct.gc.ca/tbsf-fsct_e.html)).

Fill out the form and identify yourself in such a way that the government may verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.

Send the form to the Privacy Coordinator of the appropriate department or agency.

There is no charge to apply for information under the *Privacy Act*.

### **To change the information**

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

## Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

## H. Where to obtain Info Source

For more information about **Info Source**, the *Privacy Act*, or the *Access to Information Act*, you may contact:

### Treasury Board of Canada Secretariat

L'Esplanade Laurier, East Tower  
140 O'Connor Street, 8th Floor  
Ottawa, Ontario K1A 0R5

General Enquiries .....(613) 957-2400  
Publications .....(613) 995-2855  
Fax .....(613) 996-0518  
TTY .....(613) 957-9090  
General Library Reference ..... (613) 996-5494  
E-Mail .....infosource@tbs-sct.gc.ca  
Web Site .....www.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or the ***Access to Information Act and Privacy Bulletin***, please contact:

### Treasury Board Distribution Centre

L'Esplanade Laurier, Level P-1W  
300 Laurier Avenue West, Room P-140  
Ottawa, Ontario K1A 0R5

Telephone .....(613) 995-2855  
Fax .....(613) 996-0518  
E-Mail .....Services-Distribution@tbs-sct.gc.ca



If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Publishing and Depository Services  
Public Works and Government Services Canada  
Ottawa, Ontario K1A 0S5

E-Mail .....publications@pwgsc.gc.ca  
Telephone .....(613) 941-5995  
Telephone Toll-free .....1-800-635-7943 (Canada & US)  
Fax .....(613) 954-5779  
Fax Toll-free .....1-800-565-7757 (Canada & US)  
Web Site .....http://publications.gc.ca

All four **Info Source** publications are also available free of charge on the Internet at: [www.infosource.gc.ca](http://www.infosource.gc.ca)

**Note:** *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

## I. Useful Terms

GLOSSARY OF TERMS	
TERM	DEFINITION
Privacy Coordinator	Most federal government institutions have a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.
Bank (PIB) Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in their information management system.

## GLOSSARY OF TERMS

TERM	DEFINITION
Data Matching	An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.
Information Life Cycle	The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization, retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.
Multi-Institutional Disposition Authority (MIDA)	A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions.
Personal Information Bank (PIB)	<p>Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies.</p> <ul style="list-style-type: none"> <li>• The Privacy Act requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person.</li> <li>• Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.</li> </ul>



Glossary of Terms	
Term	Definition
Program Records	Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate. Program Records provide pointers to information usually held by federal government departments or agencies in their record keeping system. The Program Record descriptions identify the subject areas covered by an institution's functions, programs and activities.
Program Record Number	<p>A unique identifying number created for each Program Record description.</p> <ul style="list-style-type: none"> <li>This number is assigned by each institution as a finding tool to access the information contained in their records.</li> </ul>
Records Disposition Authority (RDA)	The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of the Library and Archives of Canada or the removal of records from the control of the Government of Canada, i.e. transferring them to a Special Operating Agency or other level of government.
Retention and Disposal Standards	A timetable for the length of time institutional information/record is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.

GLOSSARY OF TERMS	
TERM	DEFINITION
Standard Program Records	<p>Standard Personal Information Banks (PIBs) have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.</p> <p>Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.</p>



## Access to Information and Privacy Coordinators

### **Agriculture and Agri-Food Canada**

Amanda Coderre  
Access to Information and Privacy  
Coordinator  
930 Carling Avenue, Room 801  
Ottawa, Ontario K1A 0C5  
Tel.: (613) 694-2496  
Fax: (613) 759-6728  
coderream@agr.gc.ca

### **Atlantic Canada Opportunities Agency**

Claudia Gaudet  
Access to Information and Privacy  
Coordinator  
Blue Cross Centre  
644 Main Street  
P.O. Box 6051  
Moncton, New Brunswick E1C 9J8  
Tel.: (506) 851-3845  
Other Tel.: (1-800) 561-7862  
Fax: (506) 851-7403  
claudia.gaudet@acoa-apeca.gc.ca

### **Atlantic Pilotage Authority Canada**

Peter MacArthur  
Access to Information and Privacy  
Coordinator  
Cogswell Tower  
2000 Barrington Street, Suite 910  
Halifax, Nova Scotia B3J 3K1  
Tel.: (902) 426-8657  
Other Tel.: (902) 426-2550  
Fax: (902) 426-4004  
pmacarthur@atlanticpilotage.com

### **Bank of Canada**

Colleen Leighton  
Access to Information and Privacy  
Coordinator  
West Tower  
234 Wellington Street, 4th Floor  
Ottawa, Ontario K1A 0G9  
Tel.: (613) 782-7104  
Fax: (613) 782-7317  
cleighton@bankofcanada.ca

### **Belledune Port Authority**

Rayburn Doucett  
Access to Information and Privacy  
Coordinator  
112 Shannon Drive  
Belledune, New Brunswick E8G 2W2  
Tel.: (506) 522-1200  
Fax: (506) 522-0803  
doucett@portofbelledune.ca

### **Blue Water Bridge Authority**

Mary Teft  
Access to Information and Privacy  
Coordinator  
1 Bridge Street  
Point Edward, Ontario N7V 4J5  
Tel.: (519) 336-2720  
Fax: (519) 336-7622  
mteft@bwba.org

### **British Columbia Treaty Commission**

Mark Smith  
Access to Information and Privacy  
Coordinator  
1155 West Penser Street, Suite 203  
Vancouver, British Columbia V6E 2P4  
Tel.: (604) 482-9213  
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## Index of Standard Personal Information Employee Banks

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## Standard Personal Information Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.

These information banks are identified with the unique identifier “PSE” as part of the bank number contained within the PIB.

### Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.
  - TThe Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution’s ATIP Co-ordinator.

### Attendance and Leave

**Description:** The records containing the information described in this bank may include absence reports and leave applications, as well as physicians’ certificates associated with sick leave, all of which include the individual’s Personal Record Identifier (PRI) and correspondence about attendance and leave. The annual record of attendance and leave may be attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to support administration of employee attendance and leave within government departments and agencies.

**Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of

leave and rates of absenteeism.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution’s ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918

**Bank Number:** PSE 903

### Discipline

**Description:** The records containing the information described in this bank may include notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** The purpose of these records is to maintain information used in disciplinary actions in government institutions and to determine the need



for and nature of disciplinary actions.

**Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Information may be disclosed to professional regulatory bodies if applicable.

**Retention and Disposal Standards:** (1) For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. (2)

Documentation concerning a specific employee including documentation related to disciplinary action – the time limit for disposal is that specified in applicable collective agreements or a minimum of two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. (3) In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

**RDA Number:** 98/005

**Related Program Number:** PRN 926

**Bank Number:** PSE 911

### **Employee Personnel Record**

**Description:** This bank describes information that may be contained in an Employee's Personnel Record – a record that provides information related to an individual's employment with government institutions listed in the Schedule to the Privacy Act. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and may contain some or all of the following information: personal characteristics, including age and sex; Social Insurance Number (SIN); Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references.

The Employee Personnel Record may also contain information related to staffing, attendance and leave, pay, benefits, garnishments, training and development, decisions concerning compensation and fitness for work, official languages, discipline, level of security clearance, location of employment; appointments, transfers, deployments, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where

applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. Please refer to other Standard Banks for a more complete description of the information contents of institutional records related to some of the topics identified above.

In cases when an individual moves from one organization to another (when both institutions are under the Schedule of the Privacy Act), pertinent records may be retained by the first organization until all required administrative actions have been completed at the first institution prior to the transfer of those records to the second institution.

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** Employee Personnel Records are maintained for the purpose of facilitating personnel administration in the employing organization, as well as for ensuring continuity and accuracy when an employee is transferred from one organization to another within the universe listed under the schedule of the Privacy Act. The records containing the information described in this bank are used to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. As such, the information is sometimes used for planning future personnel actions based on current demographics of the employee population, including succession planning.

**Consistent Uses:** Consistent uses include supporting the administration of the personnel functions listed in the Description above. Other consistent uses include confirming the identity of employees where required for access to governmental and departmental web-sites and data-bases. Some information is also provided to Public Works and Government Services Canada (PWGSC) to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to Social Development Canada (SDC) for Employment Insurance and pension purposes; and to the Canada Revenue Agency (CRA) and Province of Quebec for tax purposes. Some information is shared between previous and current employers for the purpose of



finalizing payments, including retroactive payments and the recovery of outstanding amounts due to the Crown when an employee terminates employment with one organization and starts employment with another organization.

**Retention and Disposal Standards:** Records are retained by the current employing institution for the duration of employment in organizations listed under the schedule of the Privacy Act plus one year after the last administrative use, and then transferred to the control of the Federal Records Centre, National Capital Region, Library and Archives Canada. The civilian personnel records are destroyed by the Library and Archives Canada when the individual turns eighty (80) years of age provided 2 years have elapsed since the last administrative action on the file.

**RDA Number:** 98/005 and

**RDA Number:** 98/018

**Related Program Number:** PRN 921

**Bank Number:** PSE 901

### **Employment Equity Program**

**Description:** The records containing the information described in this bank include personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier (PRI) may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Employees of the institution.

**Purpose:** Related records provide documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a

government institution and with their counterparts in the general labour market. The Personal Record Identifier (PRI) may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental records as described in Staffing translation required (PSE 902).

**Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 918

### **Grievances**

**Description:** The records containing the information described in this bank may include presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this record is to capture information used in the grievance process through all levels up to the Public Service Staff Relations Board.

**Consistent Uses:** Information described in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to

the Public Service Staff Relations Board.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 926

**Bank Number:** PSE 910

## Harassment

**Description:** The records containing the information described in this bank may include information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to a relevant Discipline record and contain information as described in the Discipline Standard PIB.

**Class of Individuals:** Employees of the institution and other persons working for the public service.

**Purpose:** The purpose of these records is to capture information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

**Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons

working in the prevention and resolution of harassment.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921 & PRN 926

**Bank Number:** PSE 919

## Identification and Building-Pass Cards

**Description:** The records containing the information described in this bank may include photographs, signatures, surnames, given names and card numbers of pass holders, identification forms and correspondence related to the issuance and maintenance of identification and building-pass cards and access control records.

**Class of Individuals:** Employees and those individuals on assignment or contract who require access to a federal institution.

**Purpose:** The purpose of these records are to maintain information relating to the issuance, use and cancellation of identification and building-pass cards and to assist in ensuring the security of government facilities and the safety and security of individuals and assets present in such facilities.

**Consistent Uses:** To issue identification and building-pass cards. Additionally, with the consent of the individual concerned, photographs held on file may be used for identification purposes in support of personnel security screening. The identification and building-pass database may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, the information may be shared with appropriate law enforcement agencies and emergency workers.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related Program Number:** PRN 931

**Bank Number:** PSE 917

## Occupational Safety and Health

**Description:** The records containing the information described in this bank may include accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation



Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Social Development Canada (SDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are described in Standard Bank PSE 908.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

**Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 922

**Bank Number:** PSE 907

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth,

and Personal Record Identifier (PRI) for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also described by translation required Particular Banks of the Public Service Commission and Treasury Board Secretariat.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of the information described by this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 923

**Bank Number:** PSE 906

### Parking

**Description:** The records containing the information described in this bank may include permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the Royal Canadian Mounted Police (RCMP) or the City of Ottawa.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information for the administration of parking privileges.

**Consistent Uses:** To issue parking permits.

**Retention and Disposal Standards:** For the



specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related Program Number:** PRN 903

**Bank Number:** PSE 914

### **Pay and Benefits**

**Description:** The records containing information described in this bank may include certificates for pay, records regarding allowances and deductions, which set out pay and benefit information for each employee, and includes the Social Insurance Number (SIN) as well as correspondence related to the administration of pay and benefits. The records may also include orders for garnishment, attachment and diversion of funds, as well as information concerning payroll deductions for donations to charitable organizations. (N.B. Earning and superannuation records may be attached to the Employee Personnel Record.)

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** The purpose of the documentation described in this bank is for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The provision of the SIN by employees is mandatory for this bank and is required for disclosure to Public Works and Government Services Canada (PWGSC), which upon receipt will subsequently create a Personnel Record Identifier (PRI). The SIN is also collected on behalf of and disclosed to the Canada Revenue Agency (CRA) for income tax purposes and the issuing of T4s.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Family Support Orders and Agreements Garnishment Regulations.

**Retention and Disposal Standards:** For the specific amount of time that these types of documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 924 & PRN 925

**Bank Number:** PSE 904

### **Performance Reviews and Employee Appraisals**

**Description:** The records containing the information described in this bank may include appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 912

### **Personnel Security Screening (Reliability Screening/Security Clearance)**

**Description:** The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or contract in accordance with the Government Security Policy (GSP). The records include completed Personnel Consent and Authorization Forms, applicable Security Clearance and Personal History documentation, certification data of educational and professional qualifications, employment, criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, as well as other personal information. Information provided by applicants may only be shared with credit bureaus, Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service

(CSIS) which conduct the requisite checks in accordance with the GSP or for purposes of transferability as defined within the Personnel Security Standards of the GSP, other federal department's security offices. Notation of level of reliability/clearance authorizations may be attached to the Employee Personnel Record. Details of CSIS investigations are described by a CSIS bank.

**Class of individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status and/or security clearance classification.

**Purpose:** The purpose of these records is to document and retain information pertinent to the determination of an individual's identity, honesty, trustworthiness, suitability and loyalty to protect the employer's assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. Institutions may have access only to the information described by this bank and not to investigative information contained in the CSIS bank.

**Consistent Uses:** To support decisions on new hires, transfers, promotions, discipline, and termination of employment or contractual agreements.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001 related to Program Number: PRN 920 & PRN 921

**Bank Number:** PSE 924

### Recognition Policy

**Description:** The records containing the information described in this bank relates to information on employees who have been nominated for awards under the federal government's Recognition Policy or similar institutional policies. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports.

**Class of Individuals:** Employees who have been nominated for awards under the federal government's Recognition Policy or internal recognition policies.

**Purpose:** To identify individuals who have been nominated for awards in accordance with Recognition Policies.

**Consistent Uses:** The information in these records is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918

**Bank Number:** PSE 920

### Staffing

**Description:** The records containing the information described in this bank may include staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number (SIN) and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Employees of the institution.

**Purpose:** The records document the information used in staffing positions in a government institution. They are also a source of data for employment equity programs and services.

**Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection



Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918, PRN 919 & PRN 920

**Bank Number:** PSE 902

### **Training and Development**

**Description:** The records related to the information described in this bank may contain personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is described in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records are to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 927

**Bank Number:** PSE 905

### **Values and Ethics Code for the Public Service**

**Description:** The information contained in records relevant to this topic include (1) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Values and Ethics Code for the Public Service and (2) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

**Class of Individuals:** Current and former employees of government institutions listed in Part I, Schedule I, of the Public Service Staff Relations Act.

**Purpose:** The purpose of these records is to (1) maintain information about potential and actual conflict of interest situations for employees of a government institution listed in Part I, Schedule I, of the Public Service Staff Relations Act; (2) to record potential conflicts of interest; and (3) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

**Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. Additionally, to enable designated officials to determine whether a former public servant, to whom post-employment compliance measures apply, is in compliance. This impacts on a public officer's ability to deal with a former public servant.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 915

### **Vehicle, Ship, Boat and Aircraft Accidents**

**Description:** The records containing information described in this bank may contain reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or



illness are described in Standard Bank PSE 907.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

**Consistent Uses:** To determine liability for such accidents and to approve damage settlements.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**Related Program Number:** PRN 901 & PRN 913

**Bank Number:** PSE 908

### **Workplace Day Care**

**Description:** The records containing information described in this standard bank may contain information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre.

**Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act.

**Purpose:** These records are to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. They will be used to determine the level of ongoing federal rental support for the workplace day care centre. This information will also be used for the purposes of evaluating the day care centre policy.

**Consistent Uses:** The information in these records will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the

basis for tabulations of the extent and type of employee day care users.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 930

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Statutory and Regulatory Priorities	Public Service Commission of Canada	PSC PCE 801	PSC PCE 709
Accelerated Executive Development Program (AEXDP): Inventory of Applicants	Public Service Human Resources Management Agency	PSHRMAC PCE 702	PSHRMAC PCE 768
Accelerated Executive Development Program (AEXDP): Inventory of Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 703	PSHRMAC PCE 769

System Name	Managerial Path/Agency	Bank Number	Former Bank Number
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants	Public Service Human Resources Management Agency	PSHRMAC PCE 712	PSHRMAC PCE 770
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 713	PSHRMAC PCE 771
Assistant Deputy Minister and Successful PQP Personal Files	Public Service Human Resources Management Agency	PSHRMAC PCE 714	PSHRMAC PCE 700
Assistant Deputy Minister Business Support System	Public Service Human Resources Management Agency	PSHRMAC PCE 715	PSHRMAC PCE 720
Assistant Deputy Minister Resourcing – Closed Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 716	PSHRMAC PCE 710
Assistant Deputy Minister Resourcing – Deployment from Pool	Public Service Human Resources Management Agency	PSHRMAC PCE 717	PSHRMAC PCE 725
Assistant Deputy Minister Resourcing – Open Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 718	PSHRMAC PCE 715
Assistant Deputy Minister Resourcing – Without Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 719	PSHRMAC PCE 730
Career Assignment Program (CAP): Inventory of Candidates and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 720	PSHRMAC PCE 751
Classification Grievances Tracking System	Public Service Human Resources Management Agency	PSHRMAC PCE 723	PSHRMAC PCE 707
Classification Standards Review System	Public Service Human Resources Management Agency	PSHRMAC PCE 724	TBS PCE 733
Employment Equity Data Bank (EEDB) (Previously “System for Human Resources Monitoring” (SHURM))	Public Service Human Resources Management Agency	PSHRMAC PCE 739	PSHRMAC PCE 706
Entitlements and Deductions System	Public Service Human Resources Management Agency	PSHRMAC PCE 741	TBS PCE 716

System Name	Name of Institution	Base Number	Other Base Number
EX-04 To EX-05 Promotion Process	Public Service Human Resources Management Agency	PSHRMAC PCE 742	PSHRMAC PCE 705
Exclusion System (EXCL)	Public Service Human Resources Management Agency	PSHRMAC PCE 743	PSHRMAC PCE 714
Executive Group Classification Information System	Public Service Human Resources Management Agency	PSHRMAC PCE 745	PSHRMAC PCE 736
Extra Duty Reporting System	Public Service Human Resources Management Agency	PSHRMAC PCE 747	PSHRMAC PCE 717
Incentive Awards	Public Service Human Resources Management Agency	PSHRMAC PCE 752	PSHRMAC PCE 702
Incumbent System	Public Service Human Resources Management Agency	PSHRMAC PCE 753	TBS PCE 723
Interchange Canada: Inventory of Applicants and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 755	PSHRMAC PCE 729
Language Training Module (LTM)	Public Service Human Resources Management Agency	PSHRMAC PCE 759	PSHRMAC PCE 704
Leave Reporting System	Public Service Human Resources Management Agency	PSHRMAC PCE 764	TBS PCE 718
Leave Without Pay System	Public Service Human Resources Management Agency	PSHRMAC PCE 765	PSHRMAC PCE 720
Management Trainee Program (MTP): Inventory of Applicants and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 767	PSHRMAC PCE 763
Mobility File	Public Service Human Resources Management Agency	PSHRMAC PCE 769	PSHRMAC PCE 724
Official Languages Information System (OLIS II)	Public Service Human Resources Management Agency	PSHRMAC PCE 775	PSHRMAC PCE 703
Point of Contact (Assignment Service)	Public Service Human Resources Management Agency	PSHRMAC PCE 782	PSHRMAC PCE 740



Item Name	Name of Institution	Book Number	Former Book Number
Policy Research and Development Program (PRDP)	Public Service Human Resources Management Agency	PSHRMAC PCE 783	PSHRMAC PCE 777
Position Classification Information System (PCIS)	Public Service Human Resources Management Agency	PSHRMAC PCE 784	PSHRMAC PCE 725
Workforce Adjustment Monitoring (WFAM) System	Public Service Human Resources Management Agency	PSHRMAC PCE 804	PSHRMAC PCE 732
Applications for Extension of Time	Public Service Staff Relations Board	SRB PCE 710	SRB PCE 705
Complaint/Grievance Mediation	Public Service Staff Relations Board	SRB PCE 726	SRB PCE 701
Complaints - Canada Labour Code - Part II	Public Service Staff Relations Board	SRB PCE 727	SRB PCE 709
Complaints of Unfair Labour Practices	Public Service Staff Relations Board	SRB PCE 729	SRB PCE 703
Consent to Prosecute	Public Service Staff Relations Board	SRB PCE 731	SRB PCE 707
Decisions of Safety Officers	Public Service Staff Relations Board	SRB PCE 734	SRB PCE 710
Determination of Designated Positions	Public Service Staff Relations Board	SRB PCE 737	SRB PCE 708
Objections to Managerial and Confidential Exclusions	Public Service Staff Relations Board	SRB PCE 771	SRB PCE 702
References of Grievances to Adjudication	Public Service Staff Relations Board	SRB PCE 791	SRB PCE 701
Requests for Review of Decisions	Public Service Staff Relations Board	SRB PCE 793	SRB PCE 706
Revocation of Certification of Bargaining Agents	Public Service Staff Relations Board	SRB PCE 794	SRB PCE 704
Crown Housing Records	Public Works and Government Services Canada	PWGSC PCE 733	PWGSC PCE 701
Insurance Application Cards	Public Works and Government Services Canada	PWGSC PCE 754	PWGSC PCE 703

Bank Name	Name of Institution	Bank Number	Former Bank Number
Public Service Pay Systems	Public Works and Government Services Canada	PWGSC PCE 788	PWGSC PCE 705
Public Service Pensions Data Bank	Public Works and Government Services Canada	PWGSC PCE 790	PWGSC PCE 702
Pilot Project in Disability Management	Social Development Canada	SDC PCE 781	SDC PCE 705
Access to Information and Privacy (ATIP) Community Awards for Excellence	Treasury Board of Canada Secretariat	TBS PCE 704	TBS PCE 741
Adjudication – Section 92 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 705	TBS PCE 708
Adjudication – Section 98 and 99 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 706	TBS PCE 709
Certification	Treasury Board of Canada Secretariat	TBS PCE 722	TBS PCE 710
Complaints by Bargaining Agents	Treasury Board of Canada Secretariat	TBS PCE 728	TBS PCE 711
Enlargement of Time to Present a Grievance	Treasury Board of Canada Secretariat	TBS PCE 740	TBS PCE 721
Grievances	Treasury Board of Canada Secretariat	TBS PCE 750	TBS PCE 712
National Joint Council Grievances	Treasury Board of Canada Secretariat	TBS PCE 770	TBS PCE 735
Public Service Pension Cases	Treasury Board of Canada Secretariat	TBS PCE 789	TBS PCE 729
Relocation Policy Exceptions – Individual Cases	Treasury Board of Canada Secretariat	TBS PCE 792	TBS PCE 727
Special Pension Plans	Treasury Board of Canada Secretariat	TBS PCE 799	TBS PCE 734
Submissions to Treasury Board	Treasury Board of Canada Secretariat	TBS PCE 802	TBS PCE 701
Travel Policy Exception – Individual Cases	Treasury Board of Canada Secretariat	TSB PCE 803	TSB PCE 726
Employee Medical Records at Ste. Anne's Hospital	Veterans Affairs Canada	VAC PCE 738	VAC PCE 705

# Agriculture and Agri-Food Canada

## Chapter 1

### Particular Personal Information Banks

#### Executive Group Personnel Record

**Description:** This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

**Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada.

**Purpose:** To help in the staffing of Executive Group.

**Consistent Uses:** To update and maintain staffing information on members of the Executive Group.

**Retention and Disposal Standards:** Records are kept for a period of 2 years after which they are destroyed.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 002698

**Bank Number:** AAFC PPE 819

#### Expenditure Accounts – Departmental Employees

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

**Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** Records are also used for the

issuance of statements of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are retained for six years after which they are destroyed.

**RDA Number:** 99/004

**Related PR#:** AAFC CMB 914

**TBS Registration:** 002285

**Bank Number:** AAFC PPE 817

#### Departmental Financial Management System (DFMS)

**Description:** The official financial and material management information system for the department, the Canadian Food Inspection Agency, the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost centre); Authority (fund); Purpose (activity) Project (Internal order) Work breakdown structure and Object of Expenditure (GL) account. Personal information such as Personal Record Identifier (PRI), employee name, addresses, telephone numbers, acquisition card number, contracts, employees assigned to projects, departmental advances, working hours, employee tenure, employee classification, bank account for deposit are captured in the departmental financial management system (DFMS). For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in DFMS.

**Class of Individuals:** Departmental employees.

**Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Canada Revenue Agency.

**Consistent Uses:** Refer to Purpose of the bank.

**Retention and Disposal Standards:** Information remains on Saturn and is rolled from year to year. When there is no further activity, the information is marked for archiving.

**RDA Number:** 99/004

**Related PR#:** AAFC CSMB 852

**TBS Registration:** 002945

**Bank Number:** AAFC PPE 805

#### Garnishment

**Description:** The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and



benefits within the Department.

**Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken.

**Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act.

**Consistent Uses:** This bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agriculture and Agri-Food Canada and is destroyed after the two-year period.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 925

**TBS Registration:** 002048

**Bank Number:** AAFC PPE 807

### Managerial Profile

**Description:** Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

**Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group.

**Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities.

**Consistent Uses:** Same as for 'Purpose'.

**Retention and Disposal Standards:** Minimum retention of 5 years as per authority after which the documents are destroyed.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 002946

**Bank Number:** AAFC PPE 820

### Priority Placement System

**Description:** The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement

Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Data which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested, their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience, and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments.

**Class of Individuals:** Priority employees.

**Purpose:** To market our employees who have been put on priority for other suitable employment.

**Consistent Uses:** There will be no other use of this information.

**Retention and Disposal Standards:** Two years after the last administrative use after which the information is destroyed.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 920

**TBS Registration:** 003320

**Bank Number:** AAFC PPE 800

### Research Skills Inventory

**Description:** The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data.

**Class of Individuals:** Research Branch Scientific and Professional Category employees.

**Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand.

**Consistent Uses:** To plan future demand for scientific and professional personnel.

**Retention and Disposal Standards:** The bank is to be updated annually. Records are kept for a period of five years then destroyed.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 921

**TBS Registration:** 002700

**Bank Number:** AAFC PPE 803

## Salary Management System

**Description:** This bank contains information about employees of the institution including the following: Personal Record Identifier, First and Last Name, Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding.

**Class of Individuals:** Employees of the institution.

**Purpose:** The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures.

**Consistent Uses:** The Salary Management System has only the two functions described above.

**Retention and Disposal Standards:** Information is kept for six fiscal years, then destroyed.

**RDA Number:** 98/005 and 99/004

**Related PR#:** AAFC CMB 700

**TBS Registration:** 005113

**Bank Number:** AAFC PPE 831

## Telecommunication

**Description:** This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which

is accessible locally or through the government intercity network, the commercial long distance service and other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee.

**Class of Individuals:** Employees of the Department.

**Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

**Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

**Retention and Disposal Standards:** These records are retained for two years, except for the information on financial transactions is kept for six years then destroyed.

**RDA Number:** 98/001

**Related PR#:** AAFC CMB 852

**TBS Registration:** 003319

**Bank Number:** AAFC PPE 827

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Records

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking



Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability  
 Screening/Security Clearance)  
 Training and Development  
 Value and Ethics Code for the Public Service  
 Vehicle, Ship, Boat and Aircraft Accidents

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## Atlantic Canada Opportunities Agency

### Chapter 2

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Conflict of Interest and Post-Employment Code  
 Discipline  
 Employee Assistance  
 Employee Personnel Record  
 Employment Equity Program  
 Grievances  
 Harassment

Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Pay and Benefit  
 Parking  
 Performance Review and Employee Appraisal  
 Personnel Security Screening (Reliability  
 Screening/Security Clearance)  
 Recognition Policy  
 Staffing  
 Training and Development  
 Values and Ethics Code for the Public Service  
 Vehicle, Ship, Boat and Accident Aircraft

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## Atlantic Pilotage Authority Canada

### Chapter 3

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Employee Personnel Record

Occupational Safety and Health  
 Pay and Benefits  
 Personnel Security Screening (Reliability  
 Screening / Security Clearance)  
 Staffing  
 Training and Development



# Bank of Canada

## Chapter 4

### Particular Personal Information Banks

#### Access Cards

**Description:** This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises.

**Class of Individuals:** Bank of Canada employees; contractors; tenants.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards.

**Consistent Uses:** To issue and control access cards.

**Retention and Disposal Standards:** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed.

**RDA Number:** 98/001

**Related PR#:** BOC PRN 931

**TBS Registration:** 003289

**Bank Number:** BOC PPE 818

#### À la Carte “Benefits Enrolment”

**Description:** This bank describes information relating to the administration of the Bank of Canada’s benefits program for employees. The records related to this PIB contain all documents created as a result of an employee’s enrolment or re-enrolment such as the enrollment forms and acknowledgement of an employee’s insurance level. Personal information collected includes employee name, employee identifier, home address and telephone number.

**Class of Individuals:** Current and former Bank employees.

**Purpose:** The purpose of this bank is to document the enrolment of employees in this benefits program and the administration of employee-selected benefits by the Bank of Canada.

**Consistent Uses:** Non-personal information may be used to provide reports about the management of this program to the Bank’s Senior Management. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Records are kept for a period of 16 years then destroyed after

being superceded. If the employee leaves the Bank, or in the case of the death of the employee, the records are held for 16 years after last administrative use.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 924

**TBS Registration:** 006324

**Bank Number:** BOC PPE 823

#### Attendance and Leave

**Description:** This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to support the administration of employee attendance and leave.

**Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.

**Retention and Disposal Standards:** Records are kept for a period of three years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 918

**TBS Registration:** 002211

**Bank Number:** BOC PPE 821

#### Conflict of Interest Declarations

**Description:** The Bank of Canada’s Policy on Conflict of Interest requires employees to declare if they have any interests that may be perceived as, or may be in conflict with the interests of the Bank. The personal information collected includes the employee’s name, employee completed Conflict of Interest Acknowledgement / Disclosure Statements, reports and details of financial holdings provided by an employee with potential conflict of interest, any other documents providing a record of advice to determine if a conflict of interest exists as well as documents providing details on compliance measures taken.

**Class of Individuals:** Current and former employees of the Bank of Canada.

**Purpose:** The purpose of this information is to document the processes that the Bank of Canada has implemented to avoid Conflicts of Interest. This information documents if an employee has been provided an opportunity to read and question the Conflict of Interest Policy; any potential conflicts of interest, an employee may have; and any compliance measures taken to resolve conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline, and termination of employment.

**Retention and Disposal Standards:** If no conflict exists, the information will be retained for two years after the employee leaves the Bank, then destroyed. If an actual conflict exists, the information will be kept for 7 years after conflict is resolved, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 921

**TBS Registration:** 006397

**Bank Number:** BOC PPE 813

## Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

**Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

**Retention and Disposal Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 926

**TBS Registration:** 002219

**Bank Number:** BOC PPE 836

## Employee Health Record

**Description:** This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workplace Safety Insurance Board (WSIB)

reports. Prior to 2002, this bank may also contain records relating to the Income Maintenance and Long-Term Disability Programs, i.e. completed forms to apply for LTD; all interaction between employee and Health Services; gradual return to work program records, etc.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs.

**Consistent Uses:** The information is used to support medical, employment and pension decisions/entitlements.

**Retention and Disposal Standards:** Records are destroyed after a period of 20 years from closure of files. Files are closed after employee leaves the Bank or following the last intervention, if this occurs after the employee has left the Bank. Certain records relating to designated substances or procedures, i.e. audiograms are kept for a further 20 years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 922

**TBS Registration:** 002215

**Bank Number:** BOC PPE 830

## Employee Personnel Record

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curriculum vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not



include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 918 and BOC PRN 921

**TBS Registration:** 002210

**Bank Number:** BOC PPE 810

### **Employment Equity Program**

**Description:** This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender,

whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group.

**Class of Individuals:** Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada.

**Purpose:** This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035).

**Consistent Uses:** The information gathered is used in the delivery of the Bank's Employment Equity program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank.

**Retention and Disposal Standards:** Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 901

**TBS Registration:** 001942

**Bank Number:** BOC PPE 817

### **Facility Management Database**

**Description:** This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources.

**Class of Individuals:** Bank of Canada employees and contractors.

**Purpose:** To assist the Bank in managing space allocation resources.



**Consistent Uses:** To allocate space and assets related to space such as furniture, phones, etc.

**Retention and Disposal Standards:** Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed.

**RDA Number:** 99/003

**Related PR#:** BOC PRN 905

**TBS Registration:** 004236

**Bank Number:** BOC PPE 819

### Garnishees

**Description:** This bank contains orders of garnishment and related correspondence.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment.

The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations.

**Consistent Uses:** To provide for the execution of orders of garnishment.

**Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 925

**TBS Registration:** 000076

**Bank Number:** BOC PPE 822

### Grievances

**Description:** This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to record information used in the grievance process.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process.

**Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 926

**TBS Registration:** 002218

**Bank Number:** BOC PPE 835

### Income Maintenance and Long-Term Disability Claims

**Description:** This bank contains specific case file records relating to the Income Maintenance and Long Term Disability programs. It contains notice of leave of absence, completed necessary forms applying to programs, medical certificates, payment information, correspondence between employee and Great West Life regarding their claim, gradual return to work program records, etc.

**Class of individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to document information on the administration of the Income Maintenance and Long-Term Disability Programs of the Bank of Canada.

**Consistent Uses:** To administer specific claims and ensure payments are made to employees who are on the income maintenance and long-term disability programs.

**Retention and Disposal Standards:** Records are kept for a period of 10 years after termination of the claim or after last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 924

**TBS Registration:** 005279

**Bank Number:** BOC PPE 832

### Occupational Injury

**Description:** This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada.

**Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries.

**Retention and Disposal Standards:** First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records are held for 10 years following the date of the occurrence, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 922

**TBS Registration:** 002217

**Bank Number:** BOC PPE 831

## Official Languages

**Description:** This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.

**Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

**Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 923

**TBS Registration:** 002214

**Bank Number:** BOC PPE 826

## Parking

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

**Consistent Uses:** To maintain a record of parking permits.

**Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed.

**RDA Number:** 98/001

**Related PR#:** BOC PRN 914

**TBS Registration:** 002236

**Bank Number:** BOC PPE 842

## Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a

computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act.

**Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

**Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 925 and BOC PRN 924

**TBS Registration:** 002212

**Bank Number:** BOC PPE 820

## Personal Harassment

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace.

**Consistent Uses:** To make decisions in specific



instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

**Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 926

**TBS Registration:** 002237

**Bank Number:** BOC PPE 837

### **Reliability Checks and Security Clearances**

**Description:** This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings.

**Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance.

**Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is

destroyed immediately.

**RDA Number:** 98/001

**Related PR#:** BOC PRN 903

**TBS Registration:** 002216

**Bank Number:** BOC PPE 816

### **Relocation**

**Description:** This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees.

**Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims.

**Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed.

**RDA Number:** 99/004

**Related PR#:** BOC PRN 914

**TBS Registration:** 000074

**Bank Number:** BOC PPE 840

### **Staffing**

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating committee assessments, including evaluation notes from staffing committees; test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The bank provides a record of the information used in staffing positions.

**Consistent Uses:** To select candidates and staff positions.

**Retention and Disposal Standards:** Staffing records are kept for a period of two years after the year in which they are created, or two years after the last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 920

**TBS Registration:** 002013

**Bank Number:** BOC PPE 815



## Training and Development

**Description:** This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs.

**Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements.

**Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 927

**TBS Registration:** 002213

**Bank Number:** BOC PPE 825

## Training and Development — Development Assignment Programs

**Description:** This bank contains employee profiles, interview information, details of assignments, assignment proposal forms and agreements, and correspondence related to various development assignment programs.

**Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other

departments of the Bank as well as those who have expressed their intention of participating in one of the programs.

**Purpose:** This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs.

**Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes.

**Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC PRN 927

**TBS Registration:** 003424

**Bank Number:** BOC PPE 827

## Travel

**Description:** This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information regarding the travelling expenses of employees.

**Consistent Uses:** To provide advances and approve claims for business travel expenses.

**Retention and Disposal Standards:** Records are kept for a period of seven years, then destroyed.

**RDA Number:** 99/004

**Related PR#:** BOC PRN 914

**TBS Registration:** 000075

**Bank Number:** BOC PPE 841

# Belledune Port Authority

## Chapter 5

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Occupational Safety and Health

Performance Reviews and Employee Appraisal

# Blue Water Bridge Authority

## Chapter 6

### Particular Personal Information Banks

#### Pension Records

**Description:** This bank contains individual data pertaining to the pension plan including the name, date of birth, sex, marital status, marital status effective date, home address and telephone number, employee status, employee identification number, social insurance number, summary record of employment, base salary, annual pensionable earnings base, pension eligibility date, years of pensionable service, pensionable allowances, termination date and reason, amount of contributions deducted, length of work week, payment deduction information including garnishee information if applicable, division of pension banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for the issuance of the appropriate taxation forms, as authorized by the Income Tax Act.

**Class of Individuals:** Employees of the Blue Water Bridge Authority.

**Purpose:** The purpose is to report total remittances to the Pension Carrier during the year based on employee deduction. The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, pension benefits division as required by marriage breakdown, commuted pension benefits, pension adjustments

(PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting. Past Service Pension Adjustment (PSPA) and the calculation of deficient employee contributions. The information is used for the reconciliation and validation of accounts.

**Consistent Uses:** This information is used in the preparation of reports to aid in the administration of the plan.

**Retention and Disposal Standards:** Records are kept for 7 years after the death of the employee and, destroyed at the end of the retention period.

**RDA Number:** 98/005

**Related PR#:** BWBA PEN 140

**TBS Registration:** 005472

**Bank Number:** BWBA PPE 800

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Grievances

Identification and Building Pass Cards

Occupational Health and Safety

Pay and Benefits

Staffing

# British Columbia Treaty Commission

## Chapter 7

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Card

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Values and Ethics Code for the Public Service



# Business Development Bank of Canada

## Chapter 8

### Particular Personal Information Banks

#### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** BDC employees.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

**Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

**Retention and Disposal Standards:** Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for those records apply.

**RDA Number:** 81/007 and 98/005

**Related PR#:** BDBC PRN 921

**TBS Registration:** 003923

**Bank Number:** BDBC PPE 820

#### Employee Assistance Program

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program.

**Class of Individuals:** BDC employees and their dependents.

**Purpose:** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services.

**Consistent Uses:** To support decisions regarding

employee assistance measures.

**Retention and Disposal Standards:** The information is kept by the consultant for 5 years following last contact with the employee, then destroyed.

**RDA Number:** 81/007

**Related PR#:** BDBC PRN 921

**TBS Registration:** 003748

**Bank Number:** BDBC PPE 805

#### Employee Awards Program

**Description:** This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented.

**Class of Individuals:** BDC employees who have applied under the program.

**Purpose:** The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion.

**Consistent Uses:** The computer system was used to control the processing of suggestions and the giving of awards, when appropriate.

**Retention and Disposal Standards:** File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** BDBC PRN 921

**TBS Registration:** 003922

**Bank Number:** BDBC PPE 815

#### Employment Equity Survey

**Description:** This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities.

**Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees.

**Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority).



**Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

**Retention and Disposal Standards:** These records are retained for a period of five years after the year in respect of which a report is made and then destroyed.

**RDA Number:** 98/005

**Related PR#:** BDBC PRN 920 and BDBC PRN 921

**TBS Registration:** 003752

**Bank Number:** BDBC PPE 801

### **Pay and Benefits**

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

**Class of Individuals:** Employees of the BDC.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation.

**Retention and Disposal Standards:** Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel

Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

**RDA Number:** 98/005

**Related PR#:** BDBC PRN 921

**TBS Registration:** 003751

**Bank Number:** BDBC PPE 810

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Human Resources

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

# Canada Border Services Agency

## Chapter 9

### Particular Personal Information Banks

#### Activity Management and Costing Data Bank

**Description:** Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports.

**Class of Individuals:** Individuals identified in this bank are all employees of Canada Border Services Agency, as well as staff members who have been engaged under personal service contracts.

**Purpose:** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Input records in this bank are maintained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 003544

**Bank Number:** CBSA PPE 811

#### Customs Inspector Test

**Description:** This bank contains the results of ability tests taken by individuals who are considered in the selection of candidates to fill positions as Customs Inspectors with the CBSA.

**Class of Individuals:** All individuals seeking Customs Inspectors positions with the CBSA. Access will not be permitted without adequate proof of identification and/or authority.

**Purpose:** This bank is used to compile test results for use in the selection of candidates to fill positions as Customs Inspectors with the Agency.

**Consistent Uses:** Test results may have to be

disclosed for recourse purposes. Data in this bank is used for statistical analysis and for research purposes. When used for these purposes, information in this bank is combined with that contained in standard bank CRA PSE 902.

**Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 002195

**Bank Number:** CBSA PPU 017

#### Employment Equity Program

**Description:** This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Border Services Agency (CBSA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

**Class of Individuals:** Employees of the CBSA.

**Purpose:** The CBSA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CBSA to assess their progress on employment equity. The aggregated information will also appear in the CBSA's report to Parliament on employment



equity. To get a complete picture of the CBSA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

**Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CBSA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

**Retention and Disposal Standards:** Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 918

**TBS Registration:** 005107

**Bank Number:** CBSA PPE 820

### Employee Profiles

**Description:** Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data.

**Class of Individuals:** Employees of CBSA.

**Purpose:** To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance.

**Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

**Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CBSA and then sent to Archives.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 005105

**Bank Number:** CBSA PPE 830

### Employee Use of Material Card

**Description:** This bank consists of written agreements and cards maintained to record the

issuance of material, particularly equipment to agency employees for use of government premises.

**Class of Individuals:** Employees of the Canada Border Services Agency.

**Purpose:** To track and maintain the location of material when being utilized off government premises.

**Consistent Uses:** None

**Retention and Disposal Standards:** Files are retained for two years after return of equipment and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 001764

**Bank Number:** CBSA PPE 806

### Internal Investigations

**Description:** This bank contains investigative reports and correspondence between officials of the Canada Border Services Agency with respect to whether an allegation against an employee of the Canada Border Services Agency is founded or not founded.

**Class of Individuals:** Current or former employees of the Canada Border Services Agency and members of the general public interviewed in the course of such investigations.

**Purpose:** The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Border Services Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Border Services Agency Policy on Terms and Conditions of Employment.

**Consistent Uses:** Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice.

**Retention and Disposal Standards:** Files are maintained for 5 years after the case is closed and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 000004

**Bank Number:** CBSA PPE 813

### **Leave and Overtime Reporting System**

**Description:** Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CBSA Agency with the exception of terms under three months.

**Class of Individuals:** Employees of the Agency.

**Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

**Consistent Uses:** None

**Retention and Disposal Standards:** Current year plus two then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 003543

**Bank Number:** CBSA PPE 804

### **Managerial and Confidential Exclusions**

**Description:** Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

**Class of Individuals:** Employees of the CBSA occupying or having occupied a managerial or confidential excluded position.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

**Consistent Uses:** None

**Retention and Disposal Standards:** Information is retained until the position is de-excluded and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 000003

**Bank Number:** CBSA PPE 812

### **Mediation Files Bank**

**Description:** This bank contains information on mediations conducted between employees of the CBSA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement.

**Class of Individuals:** Employees of the CBSA who participated in a Mediation Session.

**Purpose:** The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

**Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

**Retention and Disposal Standards:** Records of mediation are retained for two years after the mediation completion date, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 926

**TBS Registration:** 005106

**Bank Number:** CBSA PPE 825

### **Operations and Staff Matters Bank**

**Description:** This information bank relates to the investigation of Canada Border Services Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of the Canada Border Services Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations.

**Purpose:** The information is compiled to carry out investigations of such employees.



**Consistent Uses:** None.

**Retention and Disposal Standards:** Records in this bank are retained for five years after the case is closed and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 002026

**Bank Number:** CBSA PPE 803

### **Public Key Infrastructure (PKI) Internal Identification**

**Description:** As per the CBSA Certificate Authority Internal Certificate Policy (CBSA CA CP - Internal), the identify of individuals employed by the CBSA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory.

**Class of Individuals:** Employees, contractors, organisational roles, and applications within CBSA.

**Purpose:** PKI certificates will be used to enable telecommuting capabilities and secure email for all CBSA employees.

**Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

**Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CBSA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years. All records are considered Protected B and destroyed as per guidelines.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 004487

**Bank Number:** CBSA PPE 818

### **Recognition Program**

**Description:** The bank includes information about CBSA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

**Note:** This bank was formerly entitled Innovation and Excellence.

**Class of Individuals:** Agency employees who have been nominated for a local regional or

branch award, a Long Service Award, a Suggestion Award or an External Award.

**Purpose:** To assist in the administration of the Recognition Program.

**Consistent Uses:** Some local offices use the bank for local record keeping. Some records are maintained on file nationally.

**Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 921

**TBS Registration:** 003212

**Bank Number:** CBSA PPE 810

### **Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)**

**Description:** The data bank includes biographical information prepared by the students, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the students while at the College. Course titles and dates of the particular training are to be quoted for access to information.

**Class of Individuals:** Employees of the Canada Border Services Agency who are current or former students on the Customs Inspector Recruit Training Program.

**Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the students on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA OPS 003

**TBS Registration:** 000002

**Bank Number:** CBSA PPE 801

### **Word Processing Equipment Training Reports**

**Description:** This bank relates to the training of Agency employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of Canada Border Services Agency.

**Purpose:** This bank is used to provide a history of employees' training on word processing software.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records in the bank are retained for five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CBSA PRN 927

**TBS Registration:** 002027

**Bank Number:** CBSA PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Values and Ethics Code for the Public Service

## Canada Council for the Arts

### Chapter 10

## Particular Personal Information Banks

### Conflicts of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the Council.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** These files are kept for the duration of employment plus 2 years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CCA PRN 921

**TBS Registration:** 003780

**Bank Number:** CAC PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefit

Performance Reviews and Employee Appraisals

Staffing

Training and Development



# Canada Deposit Insurance Corporation

## Chapter 11

### Particular Personal Information Banks

#### Conflicts of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the Corporation.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** These records are kept for the duration of employment plus 2 years and are then destroyed by Library and Archives Canada.

**RDA Number:** 98/005

**Related PR#:** CDI LEGAL 530

**TBS Registration:** 002296

**Bank Number:** CDI PPE 805

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for a listing of all Standard Banks and a description of the information that is contained in these banks.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Staffing

Training and Development

# Canada Economic Development for Quebec Regions

## Chapter 12

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their content.

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Staffing

Values and Ethics Code for the Public Service

# Canada Firearms Centre

## Chapter 13

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Harassment
- Identification and Building-Pass Cards

- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personnel Security Clearances (Reliability Screening/Security Clearance)
- Recognition Policy
- Staffing
- Training and Development
- Values and Ethics Code for the Public Service
- Vehicle, Ship, Boat and Aircraft Accidents

# Canada Industrial Relations Board

## Chapter 14

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Employee Personal Record
- Employment Equity Program
- Grievances
- Harassment
- Identification and Building Pass Cards

- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personnel Security Screening (Reliability Screening/Security Clearance)
- Staffing
- Training and Development
- Values and Ethics Code for the Public Service

# Canada Lands Company Limited

## Chapter 15

**Note:** Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.



# Canada Mortgage and Housing Corporation

## Chapter 16

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

### Particular Personal Information Banks

#### CMHC Pension Plan

**Description:** The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.

**Class of Individuals:** CMHC employees and pensioners.

**Purpose:** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits.

**Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the Office of the Superintendent of Financial Institutions and to Canada Revenue Agency for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements.

**Retention and Disposal Standards:** Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 924

**TBS Registration:** 003134

**Bank Number:** CMH PPE 845

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 000097

**Bank Number:** CMH PPE 808

#### Electronic Network Monitoring Logs

**Description:** This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic networks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.

**Class of Individuals:** Employees of CMHC.

**Purpose:** The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks.

**Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined.

**Retention and Disposal Standards:** Records are retained for three years following the last use of the information at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 005072

**Bank Number:** CMH PPE 847

### **Employee Assistance Program**

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their spouses and dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above-mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program.

**Class of Individuals:** CMHC employees, retirees and their spouses and dependents.

**Purpose:** The bank allows the consultant to ensure continuity of service.

**Consistent Uses:** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service.

**Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 922

**TBS Registration:** 003135

**Bank Number:** CMH PPE 850

### **Employee Medical Files (1977 to 31/12/97)**

**Description:** This bank maintains the medical record of employees and general medical information about family members.

**Class of Individuals:** CMHC employees and family members.

**Purpose:** This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations.

**Consistent Uses:** To provide employees access to their medical records through the Access to Information and Privacy Office.

**Retention and Disposal Standards:** Since 1977, the records are retained until the individual

reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 922

**TBS Registration:** 001937

**Bank Number:** CMH PPE 802

### **Employee Personal Record**

**Description:** This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave; terms and conditions of employment; pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; terms and conditions of employment; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance.

**Class of Individuals:** CMHC employees.

**Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where



applicable; to unions for dues check-off purposes.

**Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension plan and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension).

**Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years

**RDA Number:** 96/027

**Related PR#:** CMH HRS 925

**TBS Registration:** 002991

**Bank Number:** CMH PPE 815

### **Diversity Management and Employment Equity Program**

**Description:** This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group.

**Class of Individuals:** Employees of the Corporation.

**Purpose:** This bank provides documentation to assist the integration of diversity principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to: measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboriginal peoples, visible minorities and people with disabilities), capture relevant information on the needs of CMHC employees to ensure the continuous development, revision and implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs of its diverse national and

international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Skills Development Canada and the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources.

**Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 921

**TBS Registration:** 002198

**Bank Number:** CMH PPE 809

### **Grievances**

**Description:** This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances.

**Class of Individuals:** Unionized CMHC employees.

**Purpose:** The purpose of this bank is to record information used in all levels of the grievance process.

**Consistent Uses:** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.

**Retention and Disposal Standards:** Five years following date of resolution, the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 002992

**Bank Number:** CMH PPE 820

### **Harassment (including discrimination and sexual harassment)**

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether harassment is occurring, and when this is the case, to determine the appropriate action to take.

**Consistent Uses:** To support decisions on transfer and discipline of employees.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 002994

**Bank Number:** CMH PPE 830

### **Identification and Building-Pass Cards**

**Description:** This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

**Class of Individuals:** Employees of the Corporation and contractors/consultants.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

**Consistent Uses:** To issue identification and building-pass cards.

**Retention and Disposal Standards:** Records are destroyed three years after an individual has left the Corporation.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 002199

**Bank Number:** CMH PPE 810

### **Internal Appeals and Employee Complaint Files**

**Description:** This bank records and provides information on internal appeals and employee

complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages.

**Class of Individuals:** Employees who have used the internal appeal system or an external complaint process.

**Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file.

**Consistent Uses:** To support decisions of employee transfer and discipline. To support decisions on changes to policies, processes, and practices and to report on these decision.

**Retention and Disposal Standards:** Records are retained for three years from the date of the decision.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 001938

**Bank Number:** CMH PPE 804

### **Investigation Files**

**Description:** This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action.

**Class of Individuals:** Employees and the general public.

**Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee.

**Consistent Uses:** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force.

**Retention and Disposal Standards:** Records are retained for three years after the last administrative activity in relation to an individual case.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 001939

**Bank Number:** CMH PPE 806

### **Official Languages**

**Description:** This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training



records may be attached to the Employee Personnel Record.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing, and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

**Retention and Disposal Standards:** For language test results and for language training attendance records, the retention period is five years, with a one-year dormant period; for language designation of positions, a three-year retention and a five-year dormant period.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 923

**TBS Registration:** 002993

**Bank Number:** CMH PPE 825

### **Pay and Benefits**

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record).

**Class of Individuals:** Employees and pensioners of CMHC.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the

Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

**Retention and Disposal Standards:** Records are sent to an off-site commercial storage facility two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 918

**TBS Registration:** 003133

**Bank Number:** CMH PPE 840

### **Staffing-Competition Files**

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; interviewed candidates' applications; lists of candidates; rating board assessments, including evaluation notes from selection committees; examination papers and test results; offers of employment; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Internal and external applicants.

**Purpose:** The bank provides a record of the information used in staffing positions.

**Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** Records are retained for two years or two years after any other administrative action, at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 920

**TBS Registration:** 002995

**Bank Number:** CMH PPE 835

#### **Insured/Non-insured Claims**

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage impairment claims.

**Class of Individuals:** CMHC Employees and the general public.

**Purpose:** The purpose of this bank is to maintain information regarding accidents and claims involving CMHC employees and the general public.

**Consistent Uses:** To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet

insurance company's reporting requirements.

**Retention and Disposal Standards:** The records are retained active for five years and dormant indefinitely.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 901

**TBS Registration:** 003295

**Bank Number:** CMH PPE 855

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

# **Canada Post Corporation**

## **Chapter 17**

### **Particular Personal Information Banks**

#### **Access Control Systems**

**Description:** This bank contains signed identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who have authorized access to Corporation facilities.

**Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.

**Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security.

**Retention and Disposal Standards:** The records are retained for two years after expiry of the cards

and then destroyed. Visitor logs are retained one year and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC CS 6

**TBS Registration:** 001364

**Bank Number:** CPC PPE 823

#### **Work Refusals (closed in 2004)**

**Description:** This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources and Skills Development Canada safety officers, management-employee interview notes and summaries, Human Resources and Skills Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material.. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work.

**Class of Individuals:** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons.

**Purpose:** The purpose of this bank is to ensure and promote a safe workplace.



**Consistent Uses:** The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources and Skills Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them.

**Retention and Disposal Standards:** The records are destroyed two years after the incident

**RDA Number:** 98/005

**Related PR#:** CPC HR 6

**TBS Registration:** 003740

**Bank Number:** CPC PPE 806

#### **Accounts Payable**

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions exist in automated form in the Accounts Payable System and in the Systems Applications and Products (SAP). This includes travel and other expenses claims, approvals and records of payments, including direct deposit information.

**Note:** Payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates.

**Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments.

**Purpose:** To support the payment of financial benefits to employees.

**Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes.

**Retention and Disposal Standards:** Records are retained for six years following the year during which the expenses were incurred and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC SM 5

**TBS Registration:** 001337

**Bank Number:** CPC PPE 820

#### **Conflict of Interest**

**Description:** This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates.

**Class of Individuals:** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest.

**Purpose:** The purpose of this bank is to support the implementation of the conflict of interest policy.

**Consistent Uses:** The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment.

**Retention and Disposal Standards:** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 7

**TBS Registration:** 002156

**Bank Number:** CPC PPE 814

#### **Corporate Correspondence Service**

**Description:** This bank contains letters and e-mail enquiries addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional corporate representatives, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System (CCS). In some but not all cases, the background material exists in automated form as well. Individuals seeking access to this bank should specify the family name and postal code pertinent to the previous enquiry.

**Class of Individuals:** Current or recently terminated employees, and retired employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry.

**Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential employee enquiries.

**Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses, to monitor follow-up

action associated with a letter; for reference purposes when subsequent or similar enquiries are received, and to identify issues of interest, concerns, trends or patterns in employee correspondence.

**Retention and Disposal Standards:** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

**RDA Number:** 91/020

**Related PR#:** CPC COM 3

**TBS Registration:** 002077

**Bank Number:** CPC PPE 826

### Employee Assistance

**There are no EAP files at Canada Post on employees who utilise the Family Service Employee Assistance Program.**

**Description:** Family Services Employee Assistance Program is a subcontracted service. All information is kept at the FSEAP office. There are no Canada Post files on Employee Assistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920.

**Class of Individuals:** A case is initiated when an employee calls the 1- 800 in-take line.

**Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care.

**Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates.

**Retention and Disposal Standards:** FSEAP records are retained for a minimum period of seven years and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 8

**TBS Registration:** 001354

**Bank Number:** CPC PPE 811

### Employee Health Record

**Description:** This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations. Certain information exist in automated form. Case review committee records are stored separately.

**Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service.

**Purpose:** To support Occupational Health and Rehabilitation programs.

**Consistent Uses:** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to support benefit entitlements related to work-related injuries and illnesses (physician's certificates with no confidential medical information may be attached to the Employee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies.

**Retention and Disposal Standards:** Records are retained for a period of 100 years after termination from CPC. Two years after employment



termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are transferred to the National Archives of Canada but where volume and space permit, some regions keep them on site until they are destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 9

**TBS Registration:** 003158

**Bank Number:** CPC PPE 840

### **Employee Involvement Program**

**Description:** This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location.

**Class of Individuals:** Canada Post employees who have submitted suggestions. (Note that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820).

**Purpose:** This bank is an archive of records related to suggestions evaluated under the old Employee Involvement Programs.

**Consistent Uses:** The records are not used on a consistent basis.

**Retention and Disposal Standards:** Records are retained for six years after the year of last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 10

**TBS Registration:** 001351

**Bank Number:** CPC PPE 807

### **Employee Personal File (Benefits component)**

**Description:** This bank contains such records as staffing/appointment documents and letter, leave entitlement documentation, letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms), health and dental insurance applications, disability insurance claims and records related to allowances, incentives and termination. Other supporting documentation may include copies of named dependents for health and dental plans, birth certificates, marriage/separation/divorce papers, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the the Systems Applications

and Products (SAP) system. (Note that copies of records relating to deductions, allowances, incentives, prerequisites and termination may also be stored in the payroll component of the Employee Personal File).

**Class of Individuals:** All existing and recently terminated Canada Post Corporation employees

**Purpose:** The purpose of this bank is to support the administration of hire to retire process as well as benefit entitlements and the payment of some allowances for employees.

**Consistent Uses:** The records are used to provide information necessary for staffing and benefits administration for Canada Post Corporation. Information is shared with the Canada Post pension plan (re: pension administration), and with group medical insurers. The records are also used to assist in the processing of disability insurance claims and to determine continuous service dates for the purpose of calculating severance pay. In the SAP system there is a employee Self Serve module that allows employees to view certain leave, benefits, and personal data .

**Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use).

**RDA Number:** 91/020

**Related PR#:** CPC HR 11

**TBS Registration:** 001346

**Bank Number:** CPC PPE 802

### **Employee Personal File (Career component)**

**Description:** This bank is also known as "Employee Human Resource Management." It contains performance appraisals (for management, exempt, APOC and PSAC), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, awards (e.g. Bravo and Service Excellence), letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Certain information exists in automated form, in the Personal Development and Personal Administration modules of Systems Applications and Products (SAP). This includes such personal

information as performance objectives, competency reviews, training and development plans, mid-year reviews, probation reports and improvement plans and year-end evaluations, as well as test results.

**Class of Individuals:** Most current or recently terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units).

**Purpose:** To support the development of an employee's career.

**Consistent Uses:** The records are used in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, succession planning, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit).

**Retention and Disposal Standards:** Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 12

**TBS Registration:** 003546

**Bank Number:** CPC PPE 808

#### **Employee Personal File (Payroll component)**

**Description:** This bank contains such records as letters of authorization, T4 and other tax deduction information, direct deposit information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, overtime, shift differential, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. Certain information also exists in the Personnel Administration, Time Management and Payroll modules of Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE

802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Revenue Agency, Revenue Quebec and Human Resources and Skills Development Canada.

Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required.

**Class of Individuals:** All existing and recently terminated Canada Post Corporation employees.

**Purpose:** The purpose of this bank is to support the payment of salaries and financial benefits to employees.

**Consistent Uses:** The records are used to provide information necessary for all salary and payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Revenue Agency (Taxation) (re: income and deductions), with Revenue Quebec, with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development and Skills Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813).

**Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 13

**TBS Registration:** 002010

**Bank Number:** CPC PPE 815



## **Employee Reintegration Project**

**Description:** This bank contains such records as field summary reports (providing permanent restrictions/limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations.

**Class of Individuals:** All current or recently terminated Canada Post employees in the Toronto Region Letter Processing Plants who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal.

**Purpose:** To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/limitations.

**Consistent Uses:** The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury.

**Retention and Disposal Standards:** The records are destroyed five years after the report is completed

**RDA Number:** 98/005

**Related PR#:** CPC HR 14

**TBS Registration:** 005245

**Bank Number:** CPC PPE 880

## **Employment Equity**

**Description:** This bank contains hardcopy and automated data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking information from this bank should provide their full name and work location.

**Class of Individuals:** Employees who have

responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples.

**Purpose:** The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act.

**Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the Canadian labour market availability. The statistical data is used to determine designated groups' representation by geographical recruitment area, salary, hiring promotion, termination and occupational group within Canada Post and, where underrepresented, to identify appropriate measures to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources and Skills Development Canada. Certain information exists in the Systems Applications and Products (SAP).

**Retention and Disposal Standards:** Paper records are retained for three years after their use to compile reports to Parliament. Automated records are retained indefinitely for current employees. Records for terminated employees are retained for two years after the date of termination and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 15

**TBS Registration:** 001353

**Bank Number:** CPC PPE 810

## **Financial Accountability Cases**

**Description:** This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827).

**Class of Individuals:** Canada Post employees involved in actual or suspected losses of financial assets.

**Purpose:** The purpose of this bank is to support

committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.

**Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

**Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss and then destroyed. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

**RDA Number:** 91/020

**Related PR#:** CPC HR 16

**TBS Registration:** 001763

**Bank Number:** CPC PPE 818

#### **Fleet Management (Voices Mainframes database)**

**Description:** This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. This database has restricted access through a protected user ID and Password

**Note:** Motor vehicle accidents involving third party claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking information from this bank must contact CPC Risk Management. Specifics CPC vehicle operator permit number and, such accident details as location and date may be required.

**Class of Individuals:** Drivers of Canada Post vehicles.

**Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles.

**Consistent Uses:** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the

Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions).

**Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC OPS 2

**TBS Registration:** 002011

**Bank Number:** CPC PPE 825

#### **Parliamentary Relations**

**Description:** This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Parliamentary Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier.

**Class of Individuals:** Employees, where they are the subject of the enquiry.

**Purpose:** The purpose of this bank is to support and respond to enquiries.

**Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends.

**Retention and Disposal Standards:** General correspondence is retained for two calendar years



after last administrative use and then destroyed. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use and then destroyed.

**RDA Number:** 97/020

**Related PR#:** CPC COM 3

**TBS Registration:** 004000

**Bank Number:** CPC PPE 833

### **Grievances and Arbitrations**

**Description:** This bank contains such information as presentations by employees and bargaining unit representatives, grievance receipt notices and replies by management, testimony by witnesses and occasional legal opinions, investigation and analysis reports prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Provincial and Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter.

**Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement.

**Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation and application of collective agreements.

**Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Industrial Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management

with ready access to arbitration summaries (which are largely a matter of public record).

**Retention and Disposal Standards:** Records are retained for three years after resolution or withdrawal and then destroyed, unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal and then destroyed. Publicly available summaries are retained (in LRJIS).

**RDA Number:** 91/020

**Related PR#:** CPC HR 17

**TBS Registration:** 001356

**Bank Number:** CPC PPE 813

### **Human Rights**

**Description:** This bank contains confidential documents with respect to the submission of human rights complaints, as well as investigation and analysis reports and records of decisions taken during the investigation and resolution of said complaints. Background information varies with the complaint, but could include grievances, medical reports and other correspondence related to the subject of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Certain information exists in automated form as a confidential module of the Systems Applications and Products (SAP).

**Class of Individuals:** Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants.

**Purpose:** The purpose of this bank is to support the investigation and resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act.

**Consistent Uses:** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint.

**Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 19

**TBS Registration:** 001352

**Bank Number:** CPC PPE 809

## **Investigative Body Requests – Employees**

**Description:** This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address.

**Class of Individuals:** Employees who are the subject of, or party to, lawful investigations.

**Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized.

**Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits.

**Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 20

**TBS Registration:** 001342

**Bank Number:** CPC PPE 829

## **Legal Affairs**

**Description:** This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks.

**Class of Individuals:** Current or terminated employees involved in legal matters.

**Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.

**Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests.

**Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contract or disposal of the property and then destroyed. Claims by or against the Corporation,

labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement and then destroyed. Memoranda (citing authority), opinions and advice are retained 100 years after case closed and then destroyed.

**RDA Number:** 97/020

**Related PR#:** CPC SEC 3

**TBS Registration:** 002078

**Bank Number:** CPC PPE 827

## **Service Recognition Program**

**Description:** The Service Recognition database contains such records as: name, home address and telephone number, service entry, award distribution and, employee identification numbers.

**Class of Individuals:** The Service Recognition program recognizes employees at five year intervals.

**Purpose:** The Service Recognition Program is the means by which Canada Post acknowledges its employees' service achievements.

**Consistent Uses:** To track service recognition within Canada Post.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus two years and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 21

**TBS Registration:** 002989

**Bank Number:** CPC PPE 830

## **Northern Services**

**Description:** Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles isolated post allowance and other special entitlements. Much of this data exist in automated form in the personnel administration module of CPC's Systems Applications and Products (SAP); and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File).

**Class of Individuals:** Approximately 300 Northern Services employees and their dependants

**Purpose:** To support the compensation of Northern Services employees.

**Consistent Uses:** To determine and administer the isolated post allowances of Northern Services



employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries.

**Retention and Disposal Standards:** Records are retained for a minimum two-year period following termination and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CPC OPS 3

**TBS Registration:** 003548

**Bank Number:** CPC PPE 832

### **Official Languages Complaints**

**Description:** This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process.

Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

**Class of Individuals:** Individuals or groups who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Relationship Network).

**Purpose:** The purpose of this bank is to support the investigation and resolution of complaints submitted by individuals or groups under the Official Languages Act and to retain an audit trail of actions taken.

**Consistent Uses:** The records are used to report internally to the management and to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action.

**Retention and Disposal Standards:** Complaint files are retained for five calendar years after complaint resolved or withdrawn and will then be destroyed.

**RDA Number:** 98/005

**Related PR#:** CPC HR 23

**TBS Registration:** 003932

**Bank Number:** CPC PPE 853

### **Parking**

**Description:** This bank contains permit applications for parking, including special parking privileges, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions may also exist in automated form. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who have applied for or received CPC parking permits.

**Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities.

**Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators.

**Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed.

**RDA Number:** 97/020

**Related PR#:** CPC ADM 2

**TBS Registration:** 001359

**Bank Number:** CPC PPE 817

### **Pension Administration Database**

**Description:** The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number, bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, payroll, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms.

**Note:** Individuals seeking access to their records in this bank are encouraged to phone the toll free number: 1-877-480-9220

**Class of Individuals:** There are records and data for all existing CPC employees that are members and retirees of the CPRPP.

**Purpose:** To calculate, authorize, and pay pension benefits for all CPRPP members and their survivors.

**Consistent Uses:** The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of personalized pension statement or deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan.

**Retention and Disposal Standards:** The records are maintained permanently

**RDA Number:** 98/005

**Related PR#:** CPC HR 24

**TBS Registration:** 005246

**Bank Number:** CPC PPE 885

#### **Postal-Related Crimes/Offences**

**Description:** This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.

**Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail.

**Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post.

**Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against

Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution.

**Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

**RDA Number:** 91/020

**Related PR#:** CPC CS 7

**TBS Registration:** 001365

**Bank Number:** CPC PPE 824

#### **Postmark Awards (closed 2005)**

**Description:** This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements.

**Class of Individuals:** Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category.

**Purpose:** To recognize and honour the exceptional achievements of CPC employees.

**Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File.

**Retention and Disposal Standards:** Rejected nominations and related documentation are destroyed immediately after winner's selection.



Winning nominations and related documentation, including Postmark Awards Automated database, are retained for five years after the year of last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 25

**TBS Registration:** 003160

**Bank Number:** CPC PPE 850

### **Privacy Act Requests/Complaints**

**Description:** This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to Canada Post Privacy Coordinators and the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision.

Individuals seeking access to this bank should specify the approximate date(s) of the request(s) or complaint(s) concerned. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

**Class of Individuals:** Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice to a Canada Post Privacy Coordinator or internal or formal complaints; or who are the subject of exceptional third party requests.

**Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken.

**Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding requests, exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

**Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 26

**TBS Registration:** 001366

**Bank Number:** CPC PPE 828

### **Reliability Checks**

**Description:** This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited status information exists in automated form as a data element of the Personnel Administration module of Systems Applications and Products (SAP). Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.

**Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

**Retention and Disposal Standards:** Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

**RDA Number:** 91/020

**Related PR#:** CPC CS 8

**TBS Registration:** 001363

**Bank Number:** CPC PPE 822

### **Relocation**

**Description:** This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates.

**Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions.

**Purpose:** The purpose of this bank is to support the relocation of employees.

**Consistent Uses:** The records are used to administer the relocation function, involving authorizations, advances, claims and payments;

and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation.

**Retention and Disposal Standards:** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy and then destroyed. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data.

**RDA Number:** 91/020

**Related PR#:** CPC HR 27

**TBS Registration:** 001358

**Bank Number:** CPC PPE 816

### **Risk Management Claims**

**Description:** This bank contains records regarding claims for damages involving, general liability and motor vehicle liability, legal opinions, settlement transactions and other correspondence relating to incidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment income or medical expense). The records also concern losses to Canada Post property due to fire, storm impact and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the cause and type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Relationship Network, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date.

**Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818).

**Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims.

**Consistent Uses:** Records are used to determine liability for motor vehicle, and other accidents

involving third parties, as well as damage to CPC property; to approve damage settlements, such as payments by and to the Corporation (claims requiring investigation, particularly those involving injury, are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent and mitigate recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

**Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, and then destroyed unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province).

**RDA Number:** 91/020

**Related PR#:** CPC CS 8

**TBS Registration:** 001360

**Bank Number:** CPC PPE 819

### **Scholarship Program**

**Description:** This bank contains such records as application forms, awards, and related correspondence. Personal information collected on scholarship applicants includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Canada Revenue Agency. These are reported to Finance for the completion of T-4 statements.

**Class of Individuals:** Children of regular full and part-time employees who have submitted applications.

**Purpose:** To support the administration of a scholarship program for the children of Canada Post employees.

**Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of



registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes.

**Retention and Disposal Standards:**

Unsuccessful applications are retained for three years after the year of the scholarship award decision and then destroyed. Successful scholarship records are retained for six years after the year the scholarship is awarded and then destroyed. Scholarship program database records are retained for six fiscal years after receipt and verification of input data and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 28

**TBS Registration:** 003157

**Bank Number:** CPC PPE 835

**Security Clearances**

**Description:** This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited status information may exist in automated form as data elements of the Personnel Administration module of Systems Applications and Products (SAP). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.

**Purpose:** The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions.

**Consistent Uses:** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.

**Retention and Disposal Standards:** Paper records (are there other types of records and if so, please describe their retention and disposition) are

retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

**RDA Number:** 91/020

**Related PR#:** CPC CS 9

**TBS Registration:** 001362

**Bank Number:** CPC PPE 821

**Executive Services**

**Description:** This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation.

**Note:** Payment records are also stored in Accounts Payable, CPC PPE 820.

**Class of Individuals:** A small percentage of non-unionized Canada Post employees, namely those referred to Executives Service because they are believed to be problem employees or because their positions have been declared redundant.

**Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees.

**Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802.

**Retention and Disposal Standards:** Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 29

**TBS Registration:** 001355

**Bank Number:** CPC PPE 812

**Staffing and Employment**

**Description:** This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, job descriptions, selection profiles, competition posters, transfer requests, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notes of post-board interviews and related correspondence. A limited number of records may also be retained by the Internal Audit

department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.

**Class of Individuals:** Employees who apply for or are hired to fill temporary (This should be a Main Book PIB). and permanent positions with Canada Post Corporation.

**Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities.

**Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal file; certain information exists in automated form, in the Recruitment module of Systems Applications and Products (SAP). Other SAP modules used in support of Recruitment include; Organization Management (position information); Personnel Administration (eligibility, seniority, and transfer data); and Personnel Development (competencies). To assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken.

**Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.

**RDA Number:** 91/020

**Related PR#:** CPC HR 30

**TBS Registration:** 001345

**Bank Number:** CPC PPE 801

### Supervisory Records

**Description:** This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience

copies of records stored in other employee information banks, e.g., leave applications; print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s).

**Class of Individuals:** Current or recently terminated CPC employees on whom supervisors retain files.

**Purpose:** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees.

**Consistent Uses:** To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. SAP facilitates such supervisory duties as time management, performing human resources planning and development and expense claims.

**Retention and Disposal Standards:** Destroy after the employee leaves the Corporation.

**RDA Number:** 98/005

**Related PR#:** CPC HR 31

**TBS Registration:** 003739

**Bank Number:** CPC PPE 803

### Training

**Description:** This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested,



required or taken; and dates of training. Limited training data also exists in the training and event management module of Systems Applications and Products (SAP). (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken.

**Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control.

**Purpose:** The purpose of this bank is to support the training of employees.

**Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in the Systems Applications and Products (SAP)).

**Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment and then destroyed. An historical master file is maintained for ten years, for statistical purposes only and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 32

**TBS Registration:** 001349

**Bank Number:** CPC PPE 805

## Vocational Rehabilitation

**Description:** This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. In regions where there is a separate Vocational Rehabilitation (VR) file, it is considered an extension of the Employee Health Record. In regions where there is not a separate VR file, some of the following file contents may be found in the Employee Health Record. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845).

**Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness.

**Purpose:** To support the reintegration of permanently partially disabled employees.

**Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits.

**Retention and Disposal Standards:** Records are retained 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are sent to National Archives of Canada but where volume and space permit, some regions keep them on site before destruction.

**RDA Number:** 91/020

**Related PR#:** CPC HR 33

**TBS Registration:** 003292

**Bank Number:** CPC PPE 851

## Workers' Compensation Board

**Description:** This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work.

Certain records also exist in automated form, in the Accident Information Reporting System (AIRS) and in the Environment, Health and Safety module of SAP. Automated data includes background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number where required by the Workers' Compensation Board in question. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims.

**Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims.

**Purpose:** To support Workers' Compensation Board programs.

**Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may

be disclosed to provincial workers' compensation boards, Human Resources and Skills Development Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees.

**Retention and Disposal Standards:** Paper records are retained for 100 years after the fiscal year of the last injury and then destroyed. Data in AIRS is transferred to the National Archives of Canada two years after the employee returns to work.

**RDA Number:** 91/020

**Related PR#:** CPC HR 34

**TBS Registration:** 003159

**Bank Number:** CPC PPE 845

### **Workforce Management and Planning**

**Description:** This bank contains such records as expressions of interest for separation or retirement incentives, employee name, length of service, weekly salary, estimated and actual payments, acceptance or refusal and related financial data. Limited master data is drawn from the Systems Applications and Products (SAP). Related records may also be found in the Employee Personal file.

**Class of Individuals:** Current or former employees of Canada Post Corporation who have expressed interest in a separation or retirement incentive or who have left CPC after receiving such an incentive. In addition, this bank applies to current employees who are considered subject matter experts in their fields whose knowledge or skills are critical to achieving business objectives.

**Purpose:** Initially the purpose of this bank was to support CPC's restructuring objectives which are no longer available. The current listing and ranking of subject matter experts is intended to assess the impact of their eventual departure and to assist in the development of knowledge transfer plans to minimize the risk.

**Consistent Uses:** The incentive records were used to assess applicant eligibility, estimate individual incentive amounts and process payments. The listing of subject matter experts is currently used for human resources planning purposes.

**Retention and Disposal Standards:** The records are destroyed twenty years after last administrative use.

**RDA Number:** 98/005

**Related PR#:** CPC HR 35

**TBS Registration:** 003738

**Bank Number:** CPC PPE 834



# Canada Revenue Agency

## Chapter 18

### Particular Personal Information Banks

#### Canada Revenue Agency Leave and Overtime Reporting System

**Description:** Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CRA Agency with the exception of terms under three months.

**Class of Individuals:** Employees of the Agency.

**Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

**Consistent Uses:** The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements.

**Retention and Disposal Standards:** Current year plus two and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 918

**TBS Registration:** 003543

**Bank Number:** CRA PPE 804

#### CRA Supervisory In-Basket Exercise Results System

**Description:** Information in the bank includes CRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership in designated employment equity groups and group and level of the candidates are

also included on a voluntary basis.

**Class of Individuals:** Records in this bank apply to only those employees who have written the CRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

**Purpose:** This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes.

**Consistent Uses:** This information is used as part of a selection process to determine if a candidate is qualified.

**Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 921

**TBS Registration:** 003211

**Bank Number:** CRA PPE 807

#### Employee Profiles

**Description:** Information in the bank contains personal information on CRA employees, including name, address, phone number, record identifier, salary experience & skills, education, performance appraisals, performance pay or performance leave, competency assessment results, training and learning records, career development data.

**Class of Individuals:** Employees of CRA.

**Purpose:** To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning to manage staffing and development of employees and for purposes of monitoring and managing employee performance.

**Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; managers (for specific decision making), Human Resources officials for analysis, Compensation and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

**Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CRA and then sent to Archives.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 920

**TBS Registration:** 005105

**Bank Number:** CRA PPE 830

### **Employment Equity Program**

**Description:** This bank contains information from the self-identification questionnaire called the Workforce Profile that gives the Canada Revenue Agency (CRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

**Class of Individuals:** Employees of the CRA.

**Purpose:** The CRA is required to collect information and conduct an analysis of its workforce in order to determine the representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minorities) in comparison with the labour market availability. This allows the CRA to assess their progress on employment equity. The aggregated information will also appear in the CRA's report to Parliament on employment equity. To get a complete picture of the CRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

**Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CRA's Employment Equity Program, to work toward achieving equality in the workplace so that

no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

**Retention and Disposal Standards:** Records are retained for a minimum of seven years after the employee has left the organization and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 005107

**Bank Number:** CRA PPE 820

### **Managerial and Confidential Exclusions**

**Description:** Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

**Class of Individuals:** Employees of the CRA occupying or have occupied a managerial or confidential excluded position.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

**Consistent Uses:** The data is collected to process exclusion proposal of a position or update the information (group/level, title, incumbent, etc.) on an already excluded position. Some information contained in this bank is provided to the Public Services Staff Relations Board (PSSRB) and the applicable bargaining agent. Some information contained in this bank is provided to local/regional human resources offices including compensation sections for actions to be taken.

**Retention and Disposal Standards:** Information is retained until the position is de-excluded, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 000003

**Bank Number:** CRA PPE 812

### **Mediation Files Bank**

**Description:** This bank contains information on mediations conducted between employees of the CRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to



Mediate, mediator notes and the Mediation Resolution Agreement.

**Class of individuals:** Employees of the CRA who participated in a Mediation Session.

**Purpose:** The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

**Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

**Retention and Disposal Standards:** Records of mediation are retained for two years after the mediation completion date, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 005106

**Bank Number:** CRA PPE 825

### Recognition Program

**Description:** The bank includes information about CRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

**Class of Individuals:** Agency employees who have been nominated for a local regional or branch award, a CRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award.

**Purpose:** The data is primarily collected to assist in the administration of the Recognition Program and

for statistical purposes as well.

**Consistent Uses:** Some records are kept at local offices while others are maintained on file nationally.

**Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 921

**TBS Registration:** 003212

**Bank Number:** CRA PPE 810

### Word Processing Equipment Training Reports

**Description:** This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of Canada Revenue Agency.

**Purpose:** This bank is used to provide a history of employees' training on word processing software.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records in the bank are retained for five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 927

**TBS Registration:** 002027

**Bank Number:** CRA PPE 805

## Canada School of Public Service

### Chapter 19

### Central Personal Information Banks

#### Course Registration and Information

**Description:** This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent CSPS course number.

**Class of Individuals:** Persons who have taken or

are enrolled in a course offered by CSPS.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a course offered by CSPS.

**Consistent Uses:** This bank is used to provide information required to administer training courses delivered by CSPS.

**Retention and Disposal Standards:** Records are

retained for five (5) years after completion of training and development activity, and then destroyed.

**RDA Number:** 99/020, 2001/025

**Related PR#:** CSPA 015, CSPA 025, CSPA 050, CSPA 055, CSPA 070

**TBS Registration:** 001478

**Bank Number:** CSPA PCE 732

### Language Review Committee

**Description:** This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to October 15, 1984, assessment officer's report, language training history, orientation process results, related letters or memos and the Review Committee decision.

**Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee.

**Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee.

**Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case.

**Retention and Disposal Standards:** Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** CSPA 075

**TBS Registration:** 001459

**Bank Number:** CSPA PCE 758

### Language Training Orientation

**Description:** This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training.

**Class of Individuals:** Non-public servants and public servants who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected

during the orientation interview.

**Consistent Uses:** This information is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply the Language Training Centre with administrative data.

**Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted.

**RDA Number:** 2001/025

**Related PR#:** CSPA 075

**TBS Registration:** 001482

**Bank Number:** CSPA PCE 760

### Language Training Services

**Description:** This bank may contain basic personal data, service and language training requests, aptitude and placement tests results.

**Class of Individuals:** Persons who underwent language training.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes.

**Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants.

**Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted.

**RDA Number:** 2001/025

**Related PR#:** CSPA 075

**TBS Registration:** 001484

**Bank Number:** CSPA PCE 761

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program



Grievances  
 Harassment  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits

Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability  
 Screening/Security Clearance)  
 Recognition Policy  
 Staffing  
 Training and Development  
 Values and Ethics Code for the Public Service

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## Canada Science and Technology Museum Corporation

### Chapter 20

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

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## Canada-Newfoundland and Labrador Offshore Petroleum Board

### Chapter 21

#### Particular Personal Information Banks

##### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada- Newfoundland and Labrador Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and

training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada- Newfoundland and Labrador Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section.

**Class of Individuals:** Employees of the Board.

**Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland and Labrador Offshore Petroleum Board.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action.

**RDA Number:** The Board has initiated discussions with National Archives to establish new records retention and disposal standards for these records.

**Related PR#:** CNP PRN 918

**TBS Registration:** 002309

**Bank Number:** CNP PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Identification and Building Pass Cards

Occupational Safety and Health

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

## Canada-Nova Scotia Offshore Petroleum Board

### Chapter 22

## Particular Personal Information Banks

### Employee Personnel Records

**Description:** This bank contains information on employees and former employees of the Board relating to their employment with the Board.

Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits.

**Class of Individuals:** Employees and former

employees of the Board.

**Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action.

**RDA Number:** 98/005

**Related PR#:** NSO NSO 075

**TBS Registration:** 003314

**Bank Number:** NSO PPE 805



## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Identification and Building-Pass Cards

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## Canadian Air Transport Security Authority

### Chapter 23

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their content.

Attendance and Leave  
Discipline  
Employee Assistance  
Employee Personnel Record  
Employment Equity Program  
Harassment

Identification and Building-Pass Cards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening / Security Clearance)  
Staffing  
Training and Development

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## Canadian Artists and Producers Professional Relations Tribunal

### Chapter 24

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their content.

Attendance and Leave  
Employee Personnel Record  
Employment Equity Program

Identification and Building-Pass cards  
Official Languages  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Staffing  
Training and Development

# Canadian Centre for Occupational Health and Safety

## Chapter 25

### Particular Personal Information Banks

**Conflict of Interest**

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** OHS HR 001

**TBS Registration:** 000992

**Bank Number:** OHS PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their content.

- Attendance and Leave
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Harassment
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Staffing
- Training and Development

# Canadian Commercial Corporation

## Chapter 26

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Conflict of Interest and Post-Employment Code
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program

- Grievances
- Harassment
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Security Clearances
- Staffing
- Training and Development



# Canadian Cultural Property Export Review Board

## Chapter 27

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearances)

Staffing

Training and Development

## Canadian Dairy Commission

### Chapter 28

### Particular Personal Information Banks

#### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is used to provide information for manpower planning and general personnel management.

**Class of Individuals:** Employees and former employees of the Commission.

**Purpose:** To provide a record of information on employees and former employees relating to their employment with the Commission.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** Records of former employees are transferred to the National Archives of Canada two years following termination of employment.

**RDA Number:** 69/046

**Related PR#:** CDC PRN 919, CDC PRN 921,

CDC PRN 918, CDC PRN 925, CDC PRN 927

**TBS Registration:** 004048

**Bank Number:** CDC PPE 801

#### Travel and Employees Expenditure Accounts

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments.

**Purpose:** The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration of pay and benefits.

**Consistent Uses:** To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

**RDA Number:** 69/046

**Related PR#:** CDC PRN 903

**TBS Registration:** 004321

**Bank Number:** CDC PPE 810

### Staffing

**Description:** The bank may contain staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Employees of the Commission.

**Purpose:** The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services.

**Consistent Uses:** To select candidates, staff positions and process complaints for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected.

**Retention and Disposal Standards:** Records are retained for two years after the staffing takes place, or two years after any other administrative action, at which time the records are destroyed.

**RD Number:** 69/046

**Related PR#:** CDC PRN 920

**TBS Registration:** 004322

**Bank Number:** CDC PPE 815

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Grievances

Harassment

Parking

# Canadian Environmental Assessment Agency

## Chapter 29

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building –Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development



# Canadian Food Inspection Agency

## Chapter 30

### Particular Personal Information Banks

#### Acquisition Card Applications

**Description:** Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title.

**Class of Individuals:** Authorized employees of the Canadian Food Inspection Agency. This is supposed to describe those individuals who have had their personal information collected.

**Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the Agency. Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards.

**Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis.

**Retention and Disposal Standards:** These files will be retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** CFIA 860

**TBS Registration:** 004441

**Bank Number:** CFIA PPE 830

#### Departmental and Interdepartmental Assignments

**Description:** This bank contains information on those employees on assignment and/or seeking assignments within and outside the Agency such as: names, curriculum vitae, assignment agreements and approval of agreements.

**Class of Individuals:** Employees on assignments with the Canadian Food Inspection Agency.

**Purpose:** To monitor and to ensure that all facts on the agreement are respected.

**Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning.

**Retention and Disposal Standards:** This information is kept for two years after completion of the secondment agreement. PeopleSoft maintains information on those employees on

assignment.

**RDA Number:** 98/005

**Related PR#:** CFIA PRN 927

**TBS Registration:** 002699

**Bank Number:** CFIA PPE 821

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security. Information in one area may affect a decision in another area. In the above cases, the data in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including: age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries (this should be a MAIN Book PIB, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates

and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Agency employees.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 000913

**Bank Number:** CFIA PPE 808

### **Employment Equity Database**

**Description:** Database will contain information of what one or more designated group the employee has self-identified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.).

**Class of Individuals:** All employees of the Canadian Food Inspection Agency.

**Purpose:** To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e., occupational group and level and how representative the Agency is with respect to the Canadian workforce.

**Consistent Uses:** The information is to be used for the purpose of the bank.

**Retention and Disposal Standards:** The records are retained indefinitely on the software program.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 004421

**Bank Number:** CFIA PPE 803

### **Employment Equity Program**

**Description:** This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis.

**Class of Individuals:** Departmental employees

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a



comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity.

**Retention and Disposal Standards:** Documents are retained for five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 003648

**Bank Number:** CFIA PPE 818

### **Executive Group Personnel Record**

**Description:** This bank contains the PRI no., name, branch, group and level, status, status start date, status end date, region location, sex, language, appointment to level, appointment to position, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

**Class of Individuals:** Members of the Executive Group in the Canadian Food Inspection Agency.

**Purpose:** To help in the staffing of Executive Group.

**Consistent Uses:** To update and maintain staffing information on members of the Executive Group.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been

recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002698

**Bank Number:** CFIA PPE 819

### **Expenditure Accounts — Departmental Employees**

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Agency claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

**Purpose:** This bank is used for the payment of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** CFIA PRN 914

**TBS Registration:** 002285

**Bank Number:** CFIA PPE 817

### **Garnishment**

**Description:** The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.

**Class of Individuals:** Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken.

**Purpose:** To enable execution of orders of

garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act.

**Consistent Uses:** This bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period.

**RDA Number:** 98/005

**Related PR#:** CFIA PRN 925

**TBS Registration:** 002048

**Bank Number:** CFIA PPE 807

### **Human Resource Management System (HRMS)**

**Description:** This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates.

Individuals seeking access to computerized records that may exist on them must so specify.

**Class of Individuals:** All employees and executives of the Canadian Food Inspection Agency.

**Purpose:** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other

labour supply and demand forecasts, human rights, employment equity).

**Retention and Disposal Standards:** Data is retained for five years and then transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA PRN 920, 923, 925, 927

**TBS Registration:** 002284

**Bank Number:** CFIA PPE 814

### **Internal Investigations**

**Description:** This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees.

**Class of Individuals:** Present or former employees of the Canadian Food Inspection Agency.

**Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement in violations of the Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency.

**Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution.

**Retention and Disposal Standards:** Records are destroyed five years after the case is closed.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002094

**Bank Number:** CFIA PPE 811

### **Managerial Profile**

**Description:** Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

**Class of Individuals:** All employees of the Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group.

**Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities.

**Consistent Uses:** This particular information is kept in relation to a staffing process only (EGS).

**Retention and Disposal Standards:** Minimum retention of five years as per authority and then destroyed.

**RDA Number:** 98/005



**Related PR#:** CFIA 860

**TBS Registration:** 002946

**Bank Number:** CFIA PPE 820

### **Parking**

**Description:** This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges.

**Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis.

**Retention and Disposal Standards:** Records are retained for two years after the permit expires and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CFIA PRN 913

**TBS Registration:** 002283

**Bank Number:** CFIA PPE 816

### **Priority Placement System**

**Description:** The data base consists of: 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility, their second language profile and their skill profile. 3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome.

**Class of Individuals:** Priority employees.

**Purpose:** To market our employees who have been put on priority for other suitable employment.

**Consistent Uses:** There will be no other use of this information.

**Retention and Disposal Standards:** Records are kept for a period of two years after the last administrative use and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA PRN 920

**TBS Registration:** 003320

**Bank Number:** CFIA PPE 800

### **Reliability Checks**

**Description:** The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.

**Class of Individuals:** Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. This should be re-registered as a Main Book PIB.

**Purpose:** To help ensure that prospective and existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

**Retention and Disposal Standards:** Records are retained for two years after termination of employment.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002099

**Bank Number:** CFIA PPE 813

### **Request for Transfer File**

**Description:** The bank contains transfer requests from individuals from within the Agency and outside departments. Records may contain personal résumés. Performance appraisals may also be included.

**Class of Individuals:** Employees of the Canadian Food Inspection Agency and outside departments.

**Purpose:** To provide a record of information used in staffing positions in a government institution.

**Consistent Uses:** To select possible candidates to staff positions on a transfer basis within the Canadian Food Inspection Agency.

**Retention and Disposal Standards:** Records are kept for a period of two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002701

**Bank Number:** CFIA PPE 822

### **Security Clearances**

**Description:** This bank contains completed personal histories; summaries of Canadian

Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank.

**Class of Individuals:** Individuals working or applying for work with This should be re-registered as a Main Book PIB the Canadian Food Inspection Agency by way of appointment, assignment or contract.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, the Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank.

**Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

**Retention and Disposal Standards:** Two years after an employee leaves the Canadian Food Inspection Agency after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 852

**TBS Registration:** 002943

**Bank Number:** CFIA PPE 826

#### **Telecommunication**

**Description:** This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned

government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service an other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee.

**Class of Individuals:** Employees of the Agency.

**Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

**Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

**Retention and Disposal Standards:** These records are retained for two years after the end of use, except for the information on financial transactions is kept for six years and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CFIA 852

**TBS Registration:** 003319

**Bank Number:** CFIA PPE 827

#### **Training and Development**

**Description:** This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and



achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs.

**Class of Individuals:** Employees of the Agency.

**Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** CFIA PRN 927

**TBS Registration:** 000917

**Bank Number:** CFIA PPE 810

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## Particular Personal Information Banks

### Canadian Forces Member Grievance References (Case Management and Time Tracking System)

**Description:** This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief of Defence Staff.

**Purpose:** The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act.

**Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

**RDA Number:** TBD

**Related PR#:** CFGB LEG 1120

**TBS Registration:** 004448

**Bank Number:** CFGB PPE 801

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## Canadian Grain Commission

### Chapter 32

## Particular Personal Information Banks

### Employee Personnel Record – Satellite files

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-

government employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Employees of the institution.



**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CGC PRN 918

**TBS Registration:** 005121

**Bank Number:** CGC PPE 805

### Training Database

**Description:** This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for

individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institutions.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** CGC PRN 927

**TBS Registration:** 005122

**Bank Number:** CGC PPE 810

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

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## Canadian Heritage

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#### Particular Personal Information Banks

##### Career Centre

**Description:** This bank contains personal information on employees, specifically career profiles, work situations, curriculum vitae, psychometrics test results, as well as any other documentation related to employee's career plan. This information has been collected by means of interviews.

**Class of Individuals:** Employees of the Department.

**Purpose:** The purpose of this bank is to record data essential for guidance with the career development process. It also aims to help employees to plan their professional development and to increase efficiency and satisfaction at work.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are destroyed five years after the last consultation at the Career Centre.

**RDA Number:** 98/005

**Related PR#:** PCH PRN 921

**TBS Registration:** 002074

**Bank Number:** PCH PPE 801

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## Canadian Human Rights Tribunal

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## Canadian International Development Agency

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## Canadian International Trade Tribunal

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## Canadian Museum of Civilization Corporation

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#### Particular Personal Information Banks

##### Vehicle Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

**Class of Individuals:** This bank relates to individuals employed by the CMCC.

**Purpose:** To determine liability for such accidents and to approve damage settlements.

**Consistent Uses:** To be used only as outlined in the purpose of the bank.

**Retention and Disposal Standards:** 6 years after the settlement of individual claims, after which the files are destroyed.

**RDA Number:** 98/001

**Related PR#:** CMCC PRN 901

**TBS Registration:** 000380

**Bank Number:** CMCC PPE 801

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## Canadian Museum of Nature

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## Canadian Nuclear Safety Commission

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#### Particular Personal Information Banks

##### **CNSC Inspectors: Certification Record**

**Description:** CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank.

**Class of Individuals:** Employees of the CNSC.

**Purpose:** The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

**Consistent Uses:** No consistent uses have been identified.

**Retention and Disposal Standards:** Records are retained for 5 years and then destroyed.

**RDA Number:** 91/024

**Related PR#:** CNS DFC 180 and CNS DRR 045

**TBS Registration:** 004118

**Bank Number:** CNS PPE 803

##### **Radiation Exposure Records: CNSC Staff**

**Description:** This bank contains a record of doses received by CNSC employees. Values are cumulated on a periodic basis.

**Class of Individuals:** Employees of the CNSC.

**Purpose:** The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties.

**Consistent Uses:** No consistent uses have been identified.

**Retention and Disposal Standards:** Records are kept for 75 years and then destroyed.

**RDA Number:** 91/024

**Related PR#:** CNS DAA 245 and CNS DRR 040

**TBS Registration:** 004117

**Bank Number:** CNS PPE 802

##### **CNSC Leadership Assessments**

**Description:** This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various

self-analysis and assessment centre analysis tools, biographical and position related information of the candidates, and other related information.

Candidates are identified by number only.

**Class of Individuals:** CNSC management.

**Purpose:** This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions.

**Consistent Uses:** No consistent uses have been identified.

**Retention and Disposal Standards:** Records are retained for 7 years and then destroyed.

**RDA Number:** 91/024

**Related PR#:** CNS PRN 921

**TBS Registration:** 004119

**Bank Number:** CNS PPE 804

### Medical Records

**Description:** This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants and former public servants.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place.

**Consistent Uses:** To establish that the worker is fit for the job.

**Retention and Disposal Standards:** Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will be retained for

five years after the last examination and then destroyed. Upon expiry of the retention period, the records will be destroyed by the CNSC.

**RDA Number:** 91/024

**Related PR#:** CNS PRN 922

**TBS Registration:** 004120

**Bank Number:** CNS PPE 805

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## Canadian Polar Commission

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## Canadian Security Intelligence Service

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### Particular Personal Information Banks

#### Classification Redress

**Description:** This bank contains CSIS positions classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest.

**Class of Individuals:** CSIS employees.

**Purpose:** The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request.

**Consistent Uses:** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent

administrative activity in relation to an individual case.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003631

**Bank Number:** SIS PPE 830

#### Conduct and Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File.

**Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions.

**Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used

for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Reviewed for disposal two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002144

**Bank Number:** SIS PPE 817

### **Conflict of Interest**

**Description:** This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee.

**Consistent Uses:** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes.

**Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus two years after which the records are reviewed for

disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003299

**Bank Number:** SIS PPE 826

### **CSIS Personnel Services**

**Description:** This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions



concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks.

**Class of Individuals:** CSIS employees and some job applicants (i.e. regarding official languages matters).

**Purpose:** To facilitate the CSIS administrative and operational human resources program.

**Consistent Uses:** Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last

administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal.

**RDA Number:** 95/005, 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 003784

**Bank Number:** SIS PPE 808

### **Employee Assistance**

**Description:** This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals.

**Class of Individuals:** Current and former employees, their partners and immediate family members.

**Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program.

**Consistent Uses:** To support administrative decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Retained a minimum of two years after the last administrative action then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002147

**Bank Number:** SIS PPE 820

### **Employee Security (formerly Security Clearances)**

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to



the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee.

**Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts, or others who have received clearances due to CSIS sponsorship.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees, and others described above as "Individuals", in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures.

**Consistent Uses:** To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes.

**Retention and Disposal Standards:** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed.

**RDA Number:** 95/005, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002142

**Bank Number:** SIS PPE 815

### **Employees' Association**

**Description:** This bank contains information on employees who have requested assistance from

the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions.

**Class of Individuals:** All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre.

**Purpose:** The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action.

**Consistent Uses:** Only for administration within the Employees' Association.

**Retention and Disposal Standards:** As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003970

**Bank Number:** SIS PPE 831

### **Employment Equity and Multiculturalism Programs**

**Description:** The bank contains personal information on employees and employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group.

**Class of Individuals:** Employees of the Service.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labor market. All linkages for the purpose of administering the employment equity



program are in compliance with the provisions of the Employment Equity Act and the Privacy Act.

**Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** Individual employment equity records are retained for a minimum of two years, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 002133

**Bank Number:** SIS PPE 824

### Grievances and Adjudications

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records related to grievances and adjudications are retained for three years after a final resolution of the matter has occurred, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 002143

**Bank Number:** SIS PPE 816

### Harassment and Discrimination in the Workplace

**Description:** This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817).

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation.

**Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint.

**Retention and Disposal Standards:** Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 003298

**Bank Number:** SIS PPE 825

### Health Services

**Description:** This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests.

**Class of Individuals:** CSIS employees.

**Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance

coverage, and to assess a candidate's personality attributes and skills against those identified for particular functions.

**Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Review Chairperson. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2003/007, 95/005, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 003300

**Bank Number:** SIS PPE 827

### **Honours / Incentive Awards**

**Description:** This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award.

**Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award.

**Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program;

Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two years. The files are transferred to the Library and Archives Canada if employee suggestions lead to significant policy changes.

**RDA Number:** 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 002152

**Bank Number:** SIS PPE 822

### **Occupational Health and Safety**

**Description:** This bank contains work-related injury files and health reports which are retained by CSIS in Health Services. Information on Health and Safety Committees is available. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling work-related injuries. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Health and safety details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS health and safety program.



**Consistent Uses:** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** An individual's medical records are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 02140

**Bank Number:** SIS PPE 813

### **Pay and Benefits**

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record).

**Class of Individuals:** Employees of CSIS

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment,

Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred.

**RDA Number:** 2003/007, 95/005, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002130

**Bank Number:** SIS PPE 823

### **Staffing**

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

**Class of Individuals:** Employees of CSIS.



**Purpose:** The bank provides a record of the information used in staffing positions in CSIS.

**Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records are retained for a minimum of two years after the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002136

**Bank Number:** SIS PPE 809

### **Training and Development**

**Description:** This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the Library and Archives of Canada.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002138

**Bank Number:** SIS PPE 811

### **Travel and Relocation**

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. This PIB must refer to records especially those of relocation which probably have non-employee personal reference, i.e. spouses and children of relocated members. If so, you must consider either re-writing and re-registering this PIB or registering the new standard PIB



**Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

**RDA Number:** 2003/007, 2001/026.

**Related PR#:** SIS DDS 050

**TBS Registration:** 002146

**Bank Number:** SIS PPE 819

### **Unlawful Conduct Investigations**

**Description:** This bank contains allegations, investigational reports, interviews, reports to the Department of Public Safety and Emergency Preparedness Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act.

**Class of Individuals:** Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act.

**Purpose:** To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required.

**Consistent Uses:** Information in this bank may be disclosed to the Attorney General of Canada, the relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** All files are transferred to the Library and Archives Canada after 12 years, taking care to delete the individuals' names.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 040

**TBS Registration:** 002761

**Bank Number:** SIS PPE 832

### **Vehicle, Ship, Boat and Aircraft Accidents**

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system.

**Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments.

**Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS.

**Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Two years after the accident if there are no claims or litigation. In the event of a claim, records are disposed of six years after settlement. Should the matter result in litigation, records are disposed of ten years after the process is completed.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002141

**Bank Number:** SIS PPE 814

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

## Canadian Space Agency

### Chapter 45

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Value and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

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## Canadian Tourism Commission

### Chapter 46

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

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Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents



# Canadian Transportation Agency

## Chapter 47

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability

Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

# Canadian Wheat Board

## Chapter 48

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source**

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability

Screening/Security Clearance)

Staffing

# Citizenship and Immigration Canada

## Chapter 49

### Particular Personal Information Banks

#### **Career assignment/secondment inventory**

**Description:** This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available.

**Class of Individuals:** Employees of Citizenship and Immigration Canada.

**Purpose:** The information in this bank will be used for referrals for assignments or secondments by user managers.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services.

**Retention and Disposal Standards:** The retention period is five years after the last administration action, and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CIC PRN 921 Standard Program Record: Human Resources

**TBS Registration:** 002006

**Bank Number:** CIC PPE 802

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Value and Ethics Code for the Public Service  
Travel and Relocation



# Commission for Public Complaints Against the RCMP

## Chapter 50

Please note that all Human Resources records are held by Public Safety and Emergency Preparedness Canada (formerly Department of the Solicitor General).

# Copyright Board Canada

## Chapter 51

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Employment Equity Program

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

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Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening / Security Clearance)

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Value and Ethics Code for the Public Service

# Correctional Service of Canada

## Chapter 52

### Particular Personal Information Banks

#### Awards and Honours

**Description:** This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

**Class of Individuals:** Employees of the Correctional Service of Canada.

**Purpose:** To maintain records of all CSC employees who have been nominated for or have received awards and/or decorations.

**Consistent Uses:** Information may be used internally for program management purposes. Information may also be shared with American law enforcement agencies, provincial authorities and the Office of the Secretary to the Governor General for possible awards and/or decorations.

**Retention and Disposal Standards:** Records are retained for six years and then destroyed. Files

affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use.

**RDA Number:** 98/005

**Related PR#:** CSC CCE 020

**TBS Registration:** 004033

**Bank Number:** CSC PPE 801

#### Tuberculosis Assessment Records

**Description:** This bank is maintained by the Public Health Agency of Canada (PHAC) and contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of

birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of PHAC, or to the Workplace Health and Public Safety Program nurse of Health Canada.

**Class of Individuals:** Past and present employees of the CSC.

**Purpose:** The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes.

Information may also be shared with provincial medical officers of health and Health Canada.

**Retention and Disposal Standards:** Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed.

**RDA Number:** 98/023

**Related PR#:** CSC COP 180

**TBS Registration:** 003906

**Bank Number:** CSC PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Value and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

## Defence Construction Canada

### Chapter 53

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

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Occupational Safety and Health

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Training and Development

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## Department of Finance Canada

### Chapter 54

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Values and Ethics Code for the Public Service

## Department of Justice Canada

### Chapter 55

#### Particular Personal Information Banks

##### 360 Degrees Reference Checks

**Description:** This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates.

**Class of Individuals:** Individuals who have applied for senior positions within the Department of Justice.

**Purpose:** The information is used to select candidates.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file, then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003996

**Bank Number:** JUS PPE 807

##### Business Resumption Plan

**Description:** This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis

studies. Other records indicate team plans, generic emergency plans and common procedures.

**Class of Individuals:** Departmental employees.

**Purpose:** The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department.

**Consistent Uses:** The information in this bank develop policies and institute procedures to be followed in case of emergency or disaster.

**Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted.

**RDA Number:** 98/001

**Related PR#:** JUS ADM 035

**TBS Registration:** 003917

**Bank Number:** JUS PPE 806

##### Career Management

**Description:** This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings.

**Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above.

**Purpose:** The information is gathered to facilitate

human resource planning and career planning.

**Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning.

**Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003491

**Bank Number:** JUS PPE 801

#### **Electronic Networks Audit Data Base**

**Description:** This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual.

**Class of Individuals:** All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units.

**Purpose:** The networks are routinely monitored for operational reasons to determine whether the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed.

**Consistent Uses:** If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be

in violation of any of the terms of the policy, the audit will serve as background information should further action be required.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file, then destroyed.

**RDA Number:** 98/001

**Related PR#:** JUS ADM 035

**TBS Registration:** 004242

**Bank Number:** JUS PPE 810

#### **Garnishment Registry**

**Description:** This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information.

**Class of Individuals:** Employees who are in default of a commercial or family support financial obligation.

**Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act.

**Consistent Uses:** This personal information may be shared with all government departments who employ individuals or contractors subject to Garnishment, Attachment and Pension Diversion Act, Part 1.

**Retention and Disposal Standards:** Records are retained for a period of 21 years, then destroyed.

**RDA Number:** 95/030

**Related PR#:** JUS CVL 010

**TBS Registration:** 003511

**Bank Number:** JUS PPE 804

#### **Inventory of Language Capabilities**

**Description:** This bank contains the name, section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English.

**Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory.

**Purpose:** To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad).

**Consistent Uses:** The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed



and to provide them with career opportunities.

**Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003678

**Bank Number:** JUS PPE 805

### **Inventory of Professional and Linguistic Abilities**

**Description:** This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments, universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar.

**Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory.

**Purpose:** To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges.

**Consistent Uses:** The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed and to provide them with career opportunities.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 004184

**Bank Number:** JUS PPE 809

### **Salary Management System**

**Description:** The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located

centrally in the Corporate Management Sector.

**Class of Individuals:** Departmental employees.

**Purpose:** The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year.

**Consistent Uses:** The information in this bank is used to assist financial management and budgeting at the managerial level within the department.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 045

**TBS Registration:** 003510

**Bank Number:** JUS PPE 803

### **Survey on the Harassment Policy**

**Description:** In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee.

**Class of Individuals:** All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons hired through temporary help agencies.

**Purpose:** The information was used to assess the impact of the policy and the effectiveness of the Office of Conflict Management and to put forward recommendations to the Deputy Minister.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 004182

**Bank Number:** JUS PPE 808

### **Timekeeping Data**

**Description:** This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs.

**Class of Individuals:** Employees of the Department of Justice required to keep time.

**Purpose:** The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing.

**Consistent Uses:** The bank may be accessed by managers to confirm that employees, as part of their work requirements, are recording time appropriately. This information is used as one of the inputs for performance management and evaluation.

**Retention and Disposal Standards:** The records are retained for five years after the last action on file then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 050

**TBS Registration:** 004245

**Bank Number:** JUS PPE 811

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline  
Employee Assistance  
Employee Personnel Record  
Employment Equity Program  
Grievances  
Harassment  
Identification and Building-Pass Cards  
Incentive Awards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Staffing  
Training and Development  
Value and Ethics Code for the Public Service  
Vehicle, Ship, Boat and Aircraft Accidents

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## Environment Canada

### Chapter 56

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Recognition Policy  
Staffing  
Training and Development  
Values and Ethics Code for the Public Service  
Vehicle, Ship, Boat and Aircraft Accidents



# Export Development Canada

## Chapter 57

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest.

**Purpose:** To support the implementation of the Corporate Policy on Standards of Conduct.

**Consistent Uses:** To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 2000-C4, EDC 2080-A2

**TBS Registration:** 000160

**Bank Number:** EDC PPE 810

#### Employee Career File

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To record information relevant to an employee's career including appointments,

transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.

**Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety.

**Retention and Disposal Standards:** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/005

**Related PR#:** EDC 510

**TBS Registration:** 004246

**Bank Number:** EDC PPE 801

#### Employee Personal File

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.

**Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes, to Supply and Services Canada for pension purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations.

**Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/005

**Related PR#:** EDC 540

**TBS Registration:** 004247

**Bank Number:** EDC PPE 802

### **Expertise Database**

**Description:** Information in this bank includes the name, position title and team membership of employees choosing to participate in this program, as well as the employee's telephone numbers,

languages of fluency, professional designation, and information related to their areas of expertise.

**Class of Individuals:** EDC's employees choosing to participate in this program.

**Purpose:** To create a tool which promotes the sharing of information and best practices amongst employees thereby enabling them to make better and quicker business decisions.

**Consistent Uses:** The information is used to identify the areas of expertise of participating employees.

**Retention and Disposal Standards:** The information is provided and updated by the participating employee and is deleted by the employee at the time of his/her termination or retirement, or by EDC with the consent of the employee.

**RDA Number:** 98/005

**Related PR#:** EDC 241

**TBS Registration:** 005343

**Bank Number:** EDC PPE 820

### **Identification and Building-Pass Cards**

**Description:** This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

**Class of Individuals:** Current and former employees.

**Purpose:** To issue identification and building-pass cards.

**Consistent Uses:** none

**Retention and Disposal Standards:** Two years after expiry of identification and building-pass cards, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 338

**TBS Registration:** 000161

**Bank Number:** EDC PPE 809

### **Occupational Health and Safety**

**Description:** This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and



records of sums of money paid are held by Human Resources Development Canada.

**Class of Individuals:** Current and former employees.

**Purpose:** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.

**Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada.

**Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description.

**RDA Number:** 98/005

**Related PR#:** EDC 281-3

**TBS Registration:** 000156

**Bank Number:** EDC PPE 806

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To document and support decisions pertaining to official language training and

language testing as well as to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required.

**Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 582 and EDC 510

**TBS Registration:** 000155

**Bank Number:** EDC PPE 805

### Parking

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.

**Class of Individuals:** Current and former employees who have applied for parking permits.

**Purpose:** To support the administration of parking privileges.

**Consistent Uses:** To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries.

**Retention and Disposal Standards:** Two years after the permit expires, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 338 and EDC 540

**TBS Registration:** 000159

**Bank Number:** EDC PPE 808

### Pension Plan for Employees of Export Development Canada and Supplementary Retirement Plan for Certain Employees of Export Development

**Description:** This bank contains pension election forms, pension beneficiary forms, proofs of prior services and correspondence concerning pensions. In particular, it contains the name of the employee,

his/her employee number, social insurance number, date of birth, gender, language, address, marital status, dates of cohabitation in case of marriage breakdown, date of hire, date of termination/retirement, contributions and interest, pensionable salary, pensionable service, prior service, elective service, accrued pension. It may also contain the name, date of birth and gender of beneficiaries. Records are accessible by providing employee number and full name. Information in this bank is also recorded in EDC's information system.

**Class of Individuals:** Permanent employees, designated beneficiaries and pensioners.

**Purpose:** To determine the EDC pension benefits for its participating employees. This information may be used for statistical research purposes, for actuarial valuation of liabilities and cost to EDC, and for planning, implementing and evaluating EDC policies relating to pensions and benefits.

**Consistent Uses:** To authenticate decisions on pension entitlements. The social insurance number is collected under the authority of the Income Tax Act for purposes of tax deductibility of employee contributions and for benefits taxation. Information is provided, in summarized or detailed format, to: (i) the federal Office of the Superintendent of Financial Institutions Canada and Canada Customs and Revenue Agency pursuant to the requirements of the Pension Benefits Standards Act and the Income Tax Act; (ii) federal government departments or agencies, other employers or their trustees and financial institutions of employees in cases of employee transfers; and, (iii) the trustees and the pension plan services providers with whom EDC has trust agreements or service agreements.

**Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, files of employees who have elected to take the actual value of their pension are retained for two years and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative use. These files may also be retained permanently by the National Archives of Canada if judged to be of historical value. Files of former employees who have elected to receive a deferred annuity and files of retired employees are held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative use. These files are then transferred to the control of National

Archives of Canada and may be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/001

**Related PR#:** EDC 465 and EDC 540

**TBS Registration:** 005344

**Bank Number:** EDC PPE 825

### Security Clearances

**Description:** This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005).

**Class of Individuals:** Current and former employees.

**Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank.

**Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 286

**TBS Registration:** 000157

**Bank Number:** EDC PPE 807

### Staffing

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate.

**Class of Individuals:** Employee applicants.

**Purpose:** To select candidates and staff positions.

**Consistent Uses:** none



**Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File.

**RDA Number:** 98/005

**Related PR#:** EDC 512

**TBS Registration:** 000153

**Bank Number:** EDC PPE 803

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the

Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To approve and record the participation of employees in training and development activities.

**Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees.

**Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** EDC 492, EDC 510, EDC 590

**TBS Registration:** 000154

**Bank Number:** EDC PPE 804

## Farm Credit Canada

### Chapter 58

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** The records in this bank contain voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** All employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on potential conflict of interest situations.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved,

after which the records are destroyed.

**RDA Number:** 98/002

**Related PR#:** FCC PRN 920

**TBS Registration:** 001626

**Bank Number:** FCC PPE 801

#### Employment Equity Program

**Description:** This bank describes information on designated group employees. Employees are asked to voluntarily self-identify, by means of a questionnaire, whether they are male or female, of Aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group. Personal information collected in order to administer the Employment Equity Act may include the FCC Employee Number. Respondents are also asked whether or not the information can be used for human resource management purposes or for statistical purposes only.

**Class of Individuals:** All current employees of the organization.

**Purpose:** This information documents the

implementation of the Employment Equity Act within Farm Credit Canada. Data is collected to provide a comprehensive picture of employees by designated group status (i.e. women, aboriginal persons, persons with a disability and visible minority groups). This information is used to compile a profile of employees and to compare the workforce status of designated groups members with non-designated group members, within FCC and with their counterparts in the general labour market. The FCC employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the Corporations' Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. The employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information and to assist in administering the Employment Equity Act.

**Retention and Disposal Standards:** The data is maintained for the length of employment of the individual. The data is reviewed every five years and data of individuals that have not been employed by the organization for at least two years is destroyed.

**RDA Number:** 98/002

**Related PR#:** FCC PRN 920

**TBS Registration:** 002803

**Bank Number:** FCC PPE 802

### **Performance Reviews and Employee Appraisals**

**Description:** The records containing the information described in this bank may include: employees' annual competency summary, development planning worksheet and career planning guide and worksheet; which include the employees' and managers' comments and signatures. The types of personal information collected may include: employee's name, employee's personal record number, views of the manager, and views of the employee.

**Class of Individuals:** Current employees, former employees and retirees of Farm Credit Canada.

**Purpose:** The purpose of these records is to maintain information regarding the level of competency of individual employees within FCC; identification of training and development needs; approval of competency level; and to support decisions regarding salary increments or reductions.

**Consistent Uses:** Non-personal information may be used for statistical purposes.

**Retention and Disposal Standards:** For employees rated as Experts in the competency process the entire document will be retained for 5 years from the date the document is signed by both the employee and the manager and then destroyed. For employees not rated as Expert - the competency Summary, overall manager's comments, overall employee's comments and acknowledgements are retained for 5 years from the date the document is signed by both the employee and the manager then destroyed. The electronic version of the entire Competency Assessment document, development planning worksheet, career planning process guide and worksheet of employees not rated as Experts are retained by the Human Resources Area for two years from the date the document is signed by both the employee and the manager and then destroyed.

**RDA Number:** 98/002

**Related PR#:** FCC PRN 920

**TBS Registration:** 006320

**Bank Number:** FCC PPE 3416

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Staffing

Training and Development



# Federal Bridge Corporation Limited

## Chapter 59

### Particular Personal Information Banks

#### Recognition program

**Description:** The file contains information on employees such as: name, address, telephone number, starting date, recognition award related to the number of working years.

**Class of Individuals:** The recognition program concerns the Corporation's employees who have worked between five and twenty five years.

**Purpose:** The recognition program is a way for the Corporation to reward employees for their performance.

**Consistent Uses:** May be used for managing the award recognition program and to provide a trail for distributed awards.

**Retention and Disposal Standards:** Permanent retention.

**RDA Number:** Unavailable

**Related PR#:** FBCL 300 104

**TBS Registration:** 005306

**Bank Number:** FBCL PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Official Languages

# Financial Consumer Agency of Canada

## Chapter 60

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Value and Ethics Code for the Public Service

# Financial Transactions and Reports Analysis Centre of Canada

## Chapter 61

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building Pass Cards

Occupational Health and Safety

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Training and Development

Value and Ethics Code for the Public Service

Vehicle Ship, Boat and Aircraft Accidents

## Fisheries and Oceans Canada

### Chapter 62

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences.

**Class of Individuals:** The information relates to departmental employees.

**Purpose:** The information is obtained for the administration of employee attendance and leave.

**Consistent Uses:** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.

**Retention and Disposal Standards:** The records are destroyed two year after expiry of fiscal year.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 000628

**Bank Number:** DFO PPE 805

#### National Priority Clearance and Liaison Service

**Description:** This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank.

**Class of Individuals:** It contains information related to the candidates and positions for which they were considered. This information relates to all employees eligible for priority rights.

**Purpose:** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes.

**Consistent Uses:** No other use

**Retention and Disposal Standards:** Records are



retained for two years after administrative action is completed and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 003625

**Bank Number:** DFO PPE 802

### **Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans**

**Description:** Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. EX Performance Agreements which comprise of ongoing and key commitments, performance measures and results achieved.

**Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans.

**Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must.

**Consistent Uses:** Determination of annual salary and identification of training and development needs.

**Retention and Disposal Standards:** Records are retained for five years for all employees, then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 921

**TBS Registration:** 000635

**Bank Number:** DFO PPE 807

### **Staffing (II)**

**Description:** This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.

**Class of Individuals:** Applicants competing or being given consideration for a position.

**Purpose:** The purpose of this bank is to assess applicants for positions.

**Consistent Uses:** Information used during

competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation.

**Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or two years after other administrative action is completed and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 001742

**Bank Number:** DFO PPE 804

### **Staffing and Employment Transition – Executive Group (I)**

**Description:** Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5).

**Class of Individuals:** Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position.

**Purpose:** When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes.

**Consistent Uses:** Information used during competitive process.

**Retention and Disposal Standards:** Records are retained for three years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 000627

**Bank Number:** DFO PPE 803

### **Training and Development**

**Description:** Contains personal data including course applications and evaluations; personal record identifier (PRI); employment equity target group status; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management

Trainee Program. These files include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants.

**Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.

**Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee.

**Consistent Uses:** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by the employee.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 927

**TBS Registration:** 000630

**Bank Number:** DFO PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

## Department of Foreign Affairs

### Chapter 63

Please note: The following information does not refer solely to the Department of Foreign Affairs, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of Foreign Affairs was not able to update their content for inclusion in the 2005-2006 version of Info Source.

## Central Personal Information Banks

### Personnel Administration: Non-Foreign Affairs Appointments

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government



employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 778

## Particular Personal Information Banks

### Security and Personal Safety of Employees

**Description:** This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.

**Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad.

**Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

**Retention and Disposal Standards:** These records are retained indefinitely.

**RDA Number:** 75/023

**TBS Registration:** 000352

**Bank Number:** EAC PPE 802

### Non-Salary Reimbursement by Receiver General for Canada Cheques

**Description:** The bank contains the postal address or bank account information on each employee.

**Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

**Consistent Uses:** To issue cheques to employees' postal addresses or banks.

**Retention and Disposal Standards:** Six years after the last administrative use, the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 004047

**Bank Number:** FAI PPE 808

### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems.

Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to

identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** The disposal criteria for this bank are to be established.

**RDA Number:** 75/023

**TBS Registration:** 000370

**Bank Number:** EAC PPE 805

### **Official Languages**

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM).

Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

**Retention and Disposal Standards:** Two years

after last documentation the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000358

**Bank Number:** EAC PPE 803

### **Performance Reviews and Employee Appraisals**

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000364

**Bank Number:** EAC PPE 804

### **Personnel Administration: Non-Foreign Affairs Appointments**

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.



**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 701

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** The bank concerns employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are

retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

**RDA Number:** 75/023

**TBS Registration:** 002507

**Bank Number:** EAC PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Vehicle, Ship, Boat and Aircraft Accidents

## Fraser River Port Authority

### Chapter 64

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Training and Development

# Freshwater Fish Marketing Corporation

## Chapter 65

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Value and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

# Great Lakes Pilotage Authority Canada

## Chapter 66

### Particular Personal Information Banks

#### Employee Personnel Files

**Description:** These files maintain a general record of information on individuals who are employees of the Authority and may contain the following:

Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation.

**Class of Individuals:** This bank relates to employees of the Authority.

**Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer.

**Consistent Uses:** Consistent uses are to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address.

**RDA Number:** TBD

**Related PR#:** GLP OPE 005

**TBS Registration:** 002998

**Bank Number:** GLP PPE 805

#### Order-In-Council Appointments

**Description:** Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims.

**Class of Individuals:** Members of the public, pilots and representatives of the shipping industry.

**Purpose:** Information is used in the completion of travel documentation and for remuneration of members.

**Consistent Uses:** The Authority maintains a record of information relating to its members.

**Retention and Disposal Standards:** Files are retained for seven years.

**RDA Number:** TBD

**Related PR#:** GLP OPE 005

**TBS Registration:** 002999

**Bank Number:** GLP PPE 810

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Pay and Benefits



## Gwich'in Land and Water Board

### Chapter 67

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening / Security Clearance)

Staffing

Training and Development

Values and Ethics Code for the Public Service

## Gwich'in Land Use Planning Board

### Chapter 68

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

## Halifax Port Authority

### Chapter 69

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employee Equity Program

Grievances

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

Value and Ethics Code for the Public Service

# Hamilton Port Authority

## Chapter 70

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Health and Safety

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

# Hazardous Materials Information Review Commission

## Chapter 71

### Particular Personal Information Banks

#### Managerial and Confidential Exclusions

**Description:** This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded.

**Class of Individuals:** The information relates to employees of the Commission.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status.

**Consistent Uses:** To support decisions on the nomination of employees to excluded positions.

**Retention and Disposal Standards:** Notices of acceptance or objection are retained for three years and exclusion files for five years, after which they are destroyed.

**RDA Number:** 2003/001

**Related PR#:** HMI ADM 900

**TBS Registration:** 002881

**Bank Number:** HMI PPE 805

#### Person-Year Utilization System

**Description:** This bank contains the name of each employee on strength, at the end of the reporting period, together with his or her classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the

CCAC Personnel Information System.

**Class of Individuals:** The information relates to employees of the Commission.

**Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board.

**Consistent Uses:** To support the forecasting and utilization of person years by the Commission.

**Retention and Disposal Standards:** These files are retained for two years, after which they are destroyed.

**RDA Number:** 2003/001

**Related PR#:** HMI ADM 900

**TBS Registration:** 002883

**Bank Number:** HMI PPE 810

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals



Personnel Security Screening (Reliability  
Screening/Security Clearance)  
Staffing

Training and Development  
Values and Ethics Code for the Public Service

## Health Canada

### Chapter 72

## Central Personal Information Banks

### Health Unit Files

**Description:** This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**Related PR#:** HCan HF14

**TBS Registration:** 005077

**Bank Number:** HCan PCE 703

### Occupational Health Medical Records

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, immunization records, x-ray reports and films, other specialized diagnostic procedure reports, and treatment and counselling reports. Workplace hazards and overexposure records may also be recorded. Persons seeking access to this

information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants, former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Workplace Health and Public Safety Programme.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical, mental health assessments, and counselling. The information is used to support fitness to work assessments, medical, mental health, and employment and pension decisions/entitlements.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Interpretations of evaluations may be shared, with consent, with other federal departments.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, immunization records, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**Related PR#:** HCan HF14

**TBS Registration:** 005087

**Bank Number:** HCan PCE 701

### Public Service Health Medical Advisory Committee

**Description:** This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or X-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**Related PR#:** HCan HF14

**TBS Registration:** 005086

**Bank Number:** HCan PCE 702

## Particular Personal Information Banks

### Departmental Complaints File (Employees)

**Description:** Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare.

**Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission.

**Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action.

**Consistent Uses:** The use is consistent with the purpose indicated in part 5.

**Retention and Disposal Standards:** The files are kept for two years after the last use for an administrative purpose and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** HCan PRN 921

**TBS Registration:** 002748

**Bank Number:** HCan PPE 801

### Managerial and Confidential Exclusions Records

**Description:** Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division.

**Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons.

**Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining.

**Consistent Uses:** The use is consistent with the purpose indicated in part 5.

**Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** HCan PRN 926

**TBS Registration:** 002900

**Bank Number:** HCan PPE 802

### Person-Year Accounting and Control System (PYAC)

**Description:** This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System.

**Class of Individuals:** The information relates to employees of the Department.

**Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board.

Reporting on person-year utilization is a financial responsibility.

**Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5.

**Retention and Disposal Standards:** The records are retained for six years and are then destroyed.

**RDA Number:** 99/004

**Related PR#:** HCan PRN 914

**TBS Registration:** 002749

**Bank Number:** HCan PPE 804

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Harassment  
Identification and Building-Pass Cards  
Occupational Safety and Health  
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Recognition Policy  
Staffing  
Training and Development  
Value and Ethics Code for the Public Service  
Vehicle, Ship, Boat and Aircraft Accidents

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## Historic Sites and Monuments Board of Canada

### Chapter 73

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Staffing

Training and Development

**Note:** Information on the members of the Historic Sites and Monuments Board of Canada is also held by Canadian Heritage.

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## Human Resources And Skills Development Canada

### Chapter 74

#### Central Personal Information Banks

**Description:** Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid.

**Class of Individuals:** Federal and Crown corporation employees and certain employees. Proof of identification may be required before access is granted.

**Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act and the Merchant Seamen Compensation Act.

**Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement.

**Retention and Disposal Standards:** The complete file is microfilmed three years after it is settled, then destroyed. The microfilm is retained for 100 years.

**RDA Number:** 69/089 amendment no. 1

**Related PR#:** HRSDC LAB 235

**TBS Registration:** 000457

**Bank Number:** HRSDC PCE 749

#### Particular Personal Information Banks

##### Career Planning and Review Inventory

**Description:** This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available.

**Class of Individuals:** Employees in HRSDC.

**Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning,

and/or the responsible administrative unit.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning.

**Retention and Disposal Standards:** The information is retained for five years and is then destroyed.

**RDA Number:** 98/005

**Related PR#:** HRSDC HRS 025, HRSDC HRS 040

**TBS Registration:** 005820

**Bank Number:** HRSDC PPE 802

### Human Resources Planning Information Program (HRPIP)

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRSDC positions, employees, staffing action/ adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed).

**Class of Individuals:** Employees of the institution

whether indeterminate, term, casual, full-time or part-time.

**Purpose:** To assist managers in the preparation of their Human Resources Plans.

**Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRSDC's new Human Resources Employee Identification Number System.

**Retention and Disposal Standards:** The information is retained for a minimum of two years following last action and is then destroyed.

**RDA Number:** 98/005

**Related PR#:** HRSDC HRS 025, HRSDC HRS 040

**TBS Registration:** 005821

**Bank Number:** HRSDC PPE 812

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Immigration and Refugee Board

## Chapter 75

### Particular Personal Information Banks

#### Employee Assistance

**Description:** The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

**Class of Individuals:** Employees and Members of the Board.

**Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board.

**Consistent Uses:** To support decisions regarding employee assistance measures.

**Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** IRB PRN 916

**TBS Registration:** 003176

**Bank Number:** IRB PPE 803

### Standard Personal Information Banks

Please see INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Indian and Northern Affairs Canada

## Chapter 76

### Particular Personal Information Banks

#### Workforce Adjustment Program

**Description:** This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Personal Record Identifier numbers are used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies.

**Consistent Uses:** No consistent uses.

**Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed, then destroyed.

**RDA Number:** 85/001

**Related PR#:** INA HRB 921

**TBS Registration:** 002541

**Bank Number:** INA PPE 801

#### Ombudsman's Case Files

**Description:** The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities.

**Class of Individuals:** Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary).

**Purpose:** The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman.

**Consistent Uses:** The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations.

**Retention and Disposal Standards:** Two years from the time the file was last updated, then destroyed.

**RDA Number:** 98/005

**Related PR#:** INA DMO 100

**TBS Registration:** 004260

**Bank Number:** INA PPE 802

### Standard Personal Information Banks

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# Indian Residential Schools Resolution Canada

## Chapter 77

### Standard Personal Information Banks

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Public Works and Government Services Canada is holding the following information on behalf of IRSRC:

Pay and Benefits

Indian and Northern Affairs Canada is holding the following information on behalf of IRSRC:

Identification Card and Building-Pass Cards

Personnel Security Screening (Reliability Screening/Security Clearance)

## Industry Canada

### Chapter 78

### Particular Personal Information Banks

#### Amex Individual Credit Cards

**Description:** This bank contains application forms for Amex credit cards.

**Class of Individuals:** Departmental employees.

**Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services.

**Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex.

**Retention and Disposal Standards:** Application forms are retained for two years after the last use of the card, then destroyed.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 002562

**Bank Number:** IC PPE 811

#### Bank of Mentors

**Description:** This bank contains personal information on employees, specifically their

curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable dealing with. The information is collected by means of a questionnaire and/or during the course of an interview.

**Class of Individuals:** All employees of the department.

**Purpose:** The purpose of this bank is to coordinate the department mentoring program.

**Consistent Uses:** The information gathered will be used to maximize the compatibility between the mentor and his protege.

**Retention and Disposal Standards:** Records will be kept for as long as the senior employee is an active mentor or for two years after the last administrative action, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 003668

**Bank Number:** IC PPE 807

#### Departmental Assignment Program

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee

requests for assignment forms and general correspondence.

**Class of Individuals:** Federal government employees who have requested a departmental assignment.

**Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy.

**Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities.

**Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 002905

**Bank Number:** IC PPE 803

### Employee Feedback

**Description:** This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on job satisfaction and work environment.

**Class of Individuals:** Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region.

**Purpose:** The purpose of this bank is to support internal program review activities within the Corporate Comptroller's Branch, specifically those on the efficiency and effectiveness of providing the Branch's products and services.

**Consistent Uses:** Used to provide statistics that will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions.

**Retention and Disposal Standards:** Retained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC CAS 300

**TBS Registration:** 003891

**Bank Number:** IC PPE 813

### Employee Reimbursements

**Description:** The Personal Information Bank will contain names of employees and their home addresses.

**Class of Individuals:** Departmental Employees.

**Purpose:** To provide the names and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada.

**Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable.

**Retention and Disposal Standards:** Retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 003218

**Bank Number:** IC PPE 806

### Employee Survey

**Description:** This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions and views on various facets of the workplace, such as internal communications, leadership, career development and team work.

**Class of Individuals:** All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada that have the responsibility of discharging SITT's mandate in the regions (approx. 400).

**Purpose:** The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment.

**Consistent Uses:** Will be used to help the management and Employee's Council of SITT develop initiatives and practices that will contribute to the betterment of the workplace environment.

**Retention and Disposal Standards:** Retained for two years and then destroyed.

**RDA Number:** 98/004

**Related PR#:** IC SIT 801

**TBS Registration:** 003955

**Bank Number:** IC PPE 800

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.

**Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act.

**Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.

**Consistent Uses:** None.



**Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** IC ATI 175

**TBS Registration:** 002012

**Bank Number:** IC PPE 801

### Senior Management Development Information

**Description:** This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains their date of birth, first official language, official language test results and appraisal ratings.

**Class of Individuals:** Departmental employees who occupy positions in the executive, EX-1 and EX-2 levels.

**Purpose:** This bank is used to facilitate human resource planning and career planning.

**Consistent Uses:** Information will be used by senior departmental officials and by personnel staff concerned with human resource planning.

**Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the department or two years after the last administrative action, at which time records will be destroyed.

**RDA Number:** Not available at this time.

**Related PR#:** IC HRB 050

**TBS Registration:** 002711

**Bank Number:** IC PPE 810

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Infrastructure Canada

### Chapter 79

### Standard Personal Information Banks

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# International Centre for Human Rights and Democratic Development

## Chapter 80

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

# International Development Research Centre

## Chapter 81

### Particular Personal Information Banks

#### Official Languages

**Description:** This bank contains official languages data on job language requirements and incumbents' language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing, and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and the Treasury Board Secretariat.

**Class of Individuals:** IDRC employees.

**Purpose:** The purpose of this database is to provide the basic information required to administer the Official Languages Program.

**Consistent Uses:** To administer the Official Languages Program at IDRC.

**Retention and Disposal Standards:** The records are retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80.

**RD Number:** 98/005

**Related PR#:** IDR RB 010

**TBS Registration:** 002846

**Bank Number:** IDR PPE 806

#### Parking

**Description:** This bank contains permit applications for and correspondence concerning motor vehicle parking on the International Development Research Centre-leased property. Records of payment of parking fees are included in the Employee Personnel Record.

**Class of Individuals:** Employees of IDRC.

**Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

**Consistent Uses:** To issue parking permits.

**Retention and Disposal Standards:** Records are destroyed two years after the parking permit expires.

**RD Number:** 98/005

**Related PR#:** IDR RB 020

**TBS Registration:** 002844

**Bank Number:** IDR PPE 804

#### Personnel Records

**Description:** This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training, and application for employment. The employee's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid).

**Class of Individuals:** Employees of IDRC.

**Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration.

**Consistent Uses:** Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave,



superannuation, insurance benefits, etc.

**Retention and Disposal Standards:** Retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IDR RB 010

**TBS Registration:** 001152

**Bank Number:** IDR PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Personnel Security Screening (Reliability Screening/Security Clearance)

## International Trade Canada

### Chapter 82

**Please note:** The following information does not refer solely to the Department of International Trade, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of Foreign Affairs was not able to update their content for inclusion in the 2005-2006 version of Info Source.

## Central Personal Information Banks

### Personnel Administration: Non-Foreign Affairs Appointments

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 778

## Particular Personal Information Banks

### Security and Personal Safety of Employees

**Description:** This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.

**Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad.

**Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

**Retention and Disposal Standards:** These records are retained indefinitely.

**RDA Number:** 75/023

**TBS Registration:** 000352

**Bank Number:** EAC PPE 802

### **Non-Salary Reimbursement by Receiver General for Canada Cheques**

**Description:** The bank contains the postal address or bank account information on each employee.

**Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

**Consistent Uses:** To issue cheques to employees' postal addresses or banks.

**Retention and Disposal Standards:** Six years after the last administrative use, the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 004047

**Bank Number:** FAI PPE 808

### **Employment Equity Program**

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a

government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** The disposal criteria for this bank are to be established.

**RDA Number:** 75/023

**TBS Registration:** 000370

**Bank Number:** EAC PPE 805

### **Official Languages**

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of



the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

**Retention and Disposal Standards:** Two years after last documentation the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000358

**Bank Number:** EAC PPE 803

#### **Performance Reviews and Employee Appraisals**

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000364

**Bank Number:** EAC PPE 804

#### **Personnel Administration: Non-Foreign Affairs Appointments**

**Description:** The bank contains records pertaining to individuals who have been posted to a mission

abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 701

#### **Training and Development**

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** The bank concerns employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

**RDA Number:** 75/023

**TBS Registration:** 002507

**Bank Number:** EAC PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Ship, Boat and Aircraft Accidents

## Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 83

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 000663

**Bank Number:** JCCBI PPE 802

#### Sun Life of Canada's Group Insurance Portfolio Reports

**Description:** This bank contains individual JCCBI employee data related to insurance coverage matters.

**Class of Individuals:** Employees of the institution.

**Purpose:** Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care.

**Consistent Uses:** This bank is used for verification of the premiums paid to the insurer for each employee.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004474

**Bank Number:** JCCBI PPE 806

#### Pension Plan Records

**Description:** The bank contains individual data pertaining to the Pension Plan.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deductions.

**Consistent Uses:** Public Works and Government Services Canada ensures that total deductions balance with total remittances.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years



have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004475

**Bank Number:** J CCBI PPE 807

### **Taxation Records**

**Description:** The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees.

**Class of Individuals:** Active and retired employees of the institution.

**Purpose:** The purpose is to comply with Revenue Canada-Taxation requirements.

**Consistent Uses:** To determine individual income and taxes.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004476

**Bank Number:** J CCBI PPE 808

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## **Laurentian Pilotage Authority Canada**

### **Chapter 84**

## **Particular Personal Information Banks**

### **Register of Pilots employed by the Authority**

**Description:** This contains information on physical characteristics, licences, certificates and marine incidents.

**Class of Individuals:** Pilots and apprentice pilots from the Laurentian Pilotage Authority.

**Purpose:** Retain a register of certificates and qualifications required under the Pilotage Act.

**Consistent Uses:** may be used to verify that pilot and apprentice pilots meet the requirements of Pilotage Act as to their ability to carry out their duties.

**Retention and Disposal Standards:** Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives.

**RDA Number:** 98/005

**Related PR#:** LPA PSE 901

**TBS Registration:** 003684

**Bank Number:** LPA PPE 801

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages  
Parking  
Pay and Benefits

Performance Reviews and Employee Appraisals  
Staffing  
Training and Development

## Law Commission of Canada

### Chapter 85

The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources function and is retaining all the related records, as per a Memorandum of Agreement (MOU) dated March 31, 2001 for the provision of services for the period of April 1, 2001 until June 30, 2004. This agreement has been renewed to extend the provision of services from July 1, 2004 until June 30, 2007.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline  
Employee Assistance  
Employee Personnel Record  
Official Languages  
Pay and Benefits  
Personnel Security Screening (Reliability Screening / Security Clearance)  
Staffing  
Value and Ethics Code for the Public Service

## Library and Archives Canada

### Chapter 86

### Central Personal Information Banks

#### Former Civilian Employees — Employee Personnel Record

**Description:** Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

**Class of Individuals:** Former civilian employees of the federal government.

**Purpose:** To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165

**TBS Registration:** 000554

**Bank Number:** LAC PCE 748

#### PERSFILE Automated Index System

**Description:** The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s),



date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian).

**Class of Individuals:** Former military and civilian employees of the Federal Government.

**Purpose:** To identify and locate within the Federal Records Centres, personnel records of former government employees.

**Consistent Uses:** This bank is used by Library and Archives Canada, Federal Records Centres and Regional Operations in order to control the loan period and actual location of personnel files.

**Retention and Disposal Standards:** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by Library and Archives Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes and then is destroyed.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165 and LAC GIM 170

**TBS Registration:** 000553

**Bank Number:** LAC PCE 777

## Particular Personal Information Banks

Please note, when requesting military personnel files:

Library and Archives Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should be submitted directly to the Department of National Defence.

### Army Reserve Force Pay Sheets

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later.

**Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are

retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000567

**Bank Number:** LAC PPE 715

### Auxiliary Services Record — World War II

**Description:** Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.

**Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel.

**Purpose:** To verify periods of service and determine eligibility for pension benefits.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000562

**Bank Number:** NA PPE 710

### Canadian Army Wartime, Special Force and Regular Force — Part II Orders

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966.

**Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 90 years from the latest date of

correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000561

**Bank Number:** LAC PPE 709

### **Dental Records — World War II, Special, Reserves and Regular Forces**

**Description:** This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 001943

**Bank Number:** NA PPE 721

### **Former Civilian Employees — DSS Superannuation Record**

**Description:** Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date

of birth and periods of employment.

**Class of Individuals:** Former civilian employees of the federal government.

**Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165

**TBS Registration:** 000556

**Bank Number:** LAC PPE 704

### **Medical Records — World War II, Special, Reserves and Regular Forces**

**Description:** Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000569

**Bank Number:** LAC PPE 717



### **Microfiche Personal File — Regular Force and Class C Reserves**

**Description:** Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service.

**Class of Individuals:** Some Regular Force and Class C Reserves personnel.

**Purpose:** To support decisions on pensions and other benefit entitlements.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000570

**Bank Number:** LAC PPE 718

### **Military Personnel Bank — World War II, Special, Reserves and Regular Forces**

**Description:** Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular

Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000568

**Bank Number:** LAC PPE 716

### **Newfoundland Forces — World War II**

**Description:** Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number.

**Note:** Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland.

**Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946.

**Purpose:** To verify length of service of Newfoundland Forces personnel and substantiate pension claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000565

**Bank Number:** LAC PPE 713

### **Performance Evaluation Bank — World War II, Special, Reserves and Regular Force**

**Description:** Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To support decisions on transfer, promotion, demotion, discipline, retention, release

and other administrative rulings.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000572

**Bank Number:** NA PPE 720

#### **Royal Canadian Air Force (RCAF) — Daily Routine Orders**

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Royal Canadian Air Force (RCAF) personnel from 1924-1967.

**Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000560

**Bank Number:** LAC PPE 708

#### **Royal Canadian Navy (RCN) Pay Record Sheets — World War II**

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these

records should provide their full given names and surname, service number and ships served on.

**Class of Individuals:** Royal Canadian Navy personnel who served during World War II.

**Purpose:** To verify pay records and settle any pay claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000564

**Bank Number:** LAC PPE 712

#### **Service Pensions Bank — Regular Force**

**Description:** Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan.

**Purpose:** To determine pension entitlements.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000571

**Bank Number:** LAC PPE 719

#### **Thirty Day Trainees — World War II**

**Description:** Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth.

**Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940.

**Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for



administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000563

**Bank Number:** LAC PPE 711

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

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## Mackenzie Valley Environmental Impact Review Board

### Chapter 87

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

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## Mackenzie Valley Land and Water Board

### Chapter 88

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening / Security Clearance)

Staffing

Training and Development

Values and Ethics Code for the Public Service

# Military Police Complaints Commission

Chapter 89

## Particular Personal Information Banks

### Corporate Services

#### Staff Relations

**Description:** This bank contains notices and actions taken following the misconduct of employees; formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken.

**Class of Individuals:** Employees of the Commission.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action.

**Consistent Uses:** To support decisions on issues of a staff relations matter such as discipline, harassment, grievances.

Retention and Disposal Standards Three years following the date of resolution then destroyed

**RDA Number:** 2004/013

**Related PR#:** MPCC PRN 926  
**TBS Registration:** 005244  
**Bank Number:** MPCC PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Employee Personnel Record
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personnel Security Screening (Reliability Screening/Security Clearance)
- Staffing
- Training and Development
- Values and Ethics Code for the Public Service

# Montreal Port Authority

Chapter 90

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Discipline
- Employee Personnel Record
- Employment Equity Program

- Grievances
- Identification and Building-Pass Cards
- Occupational Safety and Health
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Staffing
- Training and Development



# Nanaimo Port Authority

## Chapter 91

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Language

Pay and Benefits

Performance Reviews and Employee Appraisals

Values and Ethics Code for the Public Service

# National Arts Centre

## Chapter 92

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

# National Battlefields Commission (The)

## Chapter 93

### Particular Personal Information Banks

#### Employee Personnel Record

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary

periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation

and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

**Class of Individuals:** The National Battlefields Commission Employees.

**Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions,

termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** After an employee leaves, the personnel record is kept until the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** NBC PER 3500

**TBS Registration:** 003944

**Bank Number:** NBC PPE 810

## Standard Personnel Information Banks

Employee Personnel Record

Staffing

Training and Development

Occupational Safety and Health

Grievances

Performance Reviews and Employee Appraisals

Parking

Values and Ethics Code for the Public Service

## National Capital Commission

### Chapter 94

## Particular Personal Information Banks

### Corporate Human Resources Management System (PeopleSoft)

**Description:** These databases are on-line systems which support virtually all major personal management functions. These databases contain personnel information, such as: Personnel Record Identifier (PRI), employee number, SIN number, sex, classification level, address, name, date of birth and dates of performance evaluations. This system also contains all compensations related event histories for all NCC employees since 1971;

position information since 1998; competition and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations using data downloaded from PeopleSoft.

**Class of Individuals:** NCC Employees.



**Purpose:** The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis.

**Consistent Uses:** The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making.

**Retention and Disposal Standards:**

Computerized records are updated as required. Information maintained in the system is kept according to the type of information; for the most part, information is part of the personnel file and is retained until age 80 or 2 years after death and then destroyed. Employee Compensation record are retained forever.

**RDA Number:** 98/005

**Related PR#:** NCC HR 004

**TBS Registration:** 003732

**Bank Number:** NCC PPE 800

**Corporate Information Inventory System (CIIS)/Employee Database**

**Description:** This bank is a component of an on-line information holdings management system.

This bank contains each employee's name, identification number and security clearance level.

**Class of Individuals:** NCC employees.

**Purpose:** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance.

**Consistent Uses:** The information is used to safeguard designated and classified information.

**Retention and Disposal Standards:** Employee information is deleted from the system immediately

after the employee has left the NCC.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A400

**TBS Registration:** 003664

**Bank Number:** NCC PPE 802

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

## National Defence

### Chapter 95

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

## Particular Personal Information Banks

### Academic Records - Students of the Royal Military College

**Description:** The bank contains academic results

achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the: full name, service number and/or college number, student number when accessing files, and year(s) in attendance at Royal Military College (RMC).

**Class of Individuals:** This bank applies to students who are attending, or have attended the Royal Military College (RMC).

**Purpose:** The purpose of this bank is to maintain a record of academic results for students who are

attending or have attended the Royal Military College (RMC). Files are used for administrative and statistical purposes and cover approximately 1000 students annually.

**Consistent Uses:** These results are used to view performance within the “academic pillar” of the College’s four-pillar system, for statistical purposes, and to verify past performance should a member apply for PG studies at a later date.

**Retention and Disposal Standards:** Records are maintained indefinitely for historical purposes.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 000212

**Bank Number:** DND PPE 844

### **Administrative Review Case Files**

**Description:** This bank contains personal information on individuals who have been the subjects of administrative reviews related to Conduct, Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual’s case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted. Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name and Service Number.

**Class of Individuals:** Members of the Canadian Forces.

**Purpose:** This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation and statistical purposes.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to Nationals Archives where they will be kept indefinitely.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 000183

**Bank Number:** DND PPE 814

### **Alert Manning Personnel System (AMPS)**

**Description:** The AMPS contains personal information relating to the selection of Communication Research (CommRsSch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member’s present unit, service number, Military Occupation Codes and special qualifications. Records are accessible by providing: surname and initials and SN.

**Class of Individuals:** This bank applies to Communication Research (CommRsSch291) and other commissioned and non-commissioned members of the CF.

**Purpose:** The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis, and use this information when posting military personnel to CFS Alert.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** All information is retained until such time as CFS Alert closes.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630

**TBS Registration:** 002856

**Bank Number:** DND PPE 871

### **Boards of Inquiry/Summary Investigations**

**Description:** The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation Code, name, rank, service number, location and type and year of incident.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders.

Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial



action may be taken.

**Consistent Uses:** Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act.

Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.

**Retention and Disposal Standards:** The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630

**TBS Registration:** 000201

**Bank Number:** DND PPE 832

#### **Cadet Instructors Cadre Personal Information Bank**

**Description:** The bank consists of individual personnel documents and files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. Personnel documents and files are accessible by providing service number, surname and given names.

**Class of Individuals:** This bank applies to officers of the Cadet Instructors Cadre (CIC).

**Purpose:** These personnel documents and files are maintained for the purpose of preserving administrative details of a CIC officer's career.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Following the release of the CIC officer the unit holding the personnel documents and files will retain them for a period of three years at which time they are then forwarded to National Archives.

**RDA Number:** 98/005

**Related PR#:** DND MUD 565

**TBS Registration:** 004440

**Bank Number:** DND PPE 822

#### **Canadian Forces Casualty Database**

**Description:** This information bank, situated within National Defence Headquarters in Ottawa, contains records of serious injuries, illnesses and deaths of Canadian Forces members. This information is provided by individual Canadian Forces units for storage in a central database administered by the Department of National Defence and Veterans Affairs Canada Centre for Support of Injured and Retired Members and their Families. It is solely maintained by staff of the Department of National Defence.

**Class of Individuals:** Members of the Canadian Forces.

**Purpose:** Information in this bank is used by DND staff to ensure that seriously injured and ill members and their families are referred for assistance to any programs and services which may help them. In the case of death, the information is used to coordinate the provision of benefits to surviving family members, as well as to facilitate the tracking of grave sites of deceased CF members. In providing assistance, personal information will be disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

**Consistent Uses:** Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence and leadership of the Canadian Forces for the purpose of problem identification. No other use is made of personal information unless authorized pursuant to the Privacy Act.

**Retention and Disposal Standards:** Files are not destroyed, but are transferred to the National Archives Personnel Record Centre one year after their last administrative use.

**RDA Number:** 2000/014

**Related PR#:** DND SGB 490 and DND PCA 630

**TBS Registration:** 005369

**Bank Number:** DND PPE 817

#### **Canadian Forces Command and Staff College - Boards/Selection Processes**

**Description:** This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers

selected and alternates plus proceedings, observations and findings. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college.

**Class of Individuals:** This bank applies to CF officers.

**Purpose:** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges.

**Consistent Uses:** To select officers to attend staff college.

**Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 000190

**Bank Number:** DND PPE 821

### **Canadian Forces Drug Testing Program**

**Description:** This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who produced validated positive test results. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date of test.

**Class of Individuals:** This bank applies to members of the CF Regular and Reserves.

**Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, and other administrative measures as prescribed in CFAO 19-21. preventative education, rehabilitation, and/or treatment.

**Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's Commanding Officer (CO). It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21.

**Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630

**TBS Registration:** 003172

**Bank Number:** DND PPE 890

### **Canadian Forces Employment Equity Program**

**Description:** The bank contains personal information (Protected B) on members which is collected by means of a self-identification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group (Aboriginal person, visible minority, woman, or person with disability).

**Class of Individuals:** This bank applies to members of the Regular Force and Primary Reserves.

**Purpose:** The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status.

**Consistent Uses:** The CF may collect data for statistical purposes. The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to compile a personnel profile of members; and compare the situation of designated group members with non-designated group members within the CF.

**Retention and Disposal Standards:** The data collected is maintained in perpetuity, in accordance with the Employment Equity Act. The actual forms are retained for five years and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND MUD 565

**TBS Registration:** 003342

**Bank Number:** DND PPE 816

### **Canadian Forces Member Personal Information File**

**Description:** This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as



change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, enrolment medical profile, Change of Medical Category form CF 2088, career résumé, change of Reserve Service, Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, course reports, letters of commendation and awards, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages, posting/temporary duty promotion; re-engagement (and career development plans), Administrative Review decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. This bank may also contain casualty documents. Records are retrievable by service number, name and date of birth.

**Class of Individuals:** This bank applies to members of the Regular component of the CF.

**Purpose:** The purpose of the electronic file is to maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** Records are retained for five years after release from the CF and then transferred to National Archives of Canada.

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 004249

**Bank Number:** DND PPE 818

### **Chaplain Service**

**Description:** This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. Records are accessible by providing; full name, service number, rank, and denomination.

**Class of Individuals:** This bank applies to chaplains in the CF.

**Purpose:** The purpose of this bank is to be used as a guide to actions affecting chaplains and their work.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after three years.

**RDA Number:** 98/005

**Related PR#:** DND CGP 470; DND CRC 485

**TBS Registration:** 000176

**Bank Number:** DND PPE 807

### **Command and Staff Course Student Files**

**Description:** The bank contains a record of all formal interviews with the student, assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers.

**Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of CF officers, and visiting foreign, Allied officers who attend courses at the Canadian Forces College. The information is also used to provide transcripts of academic standing on CFC courses to requesting institutions. The bank is used to provide documented justification for the content of each student's formal course assessment.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after ten years.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 000211

**Bank Number:** DND PPE 843

### **Conflict of Interest and Post-Employment Code - Military**

**Description:** This bank contains Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1, Conflict of Interest; assessments, analyses and correspondence about actual potential and apparent conflicts between a member's private interests or and his or her official duties and responsibilities; reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing: full name, rank/title, and service number.

**Note:** This impacts on a current CF member's or DND employee's ability to deal with a former senior member.

**Class of Individuals:** This bank applies to members of the: CF regular, and Reserves on full-time paid service.

**Purpose:** The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment) is in compliance with the post-employment compliance measures; maintain information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any post-employment compliance action, and support decisions on administrative or disciplinary action if a conflict of interest exists.

**Consistent Uses:** There are no consistent uses associated with the personal information.

**Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 001966

**Bank Number:** DND PPE 864

### **Dental Records**

**Description:** This bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. Records are accessible by providing: date of birth, full name, rank, and service number.

**Class of Individuals:** This bank applies to

members of the CF.

**Purpose:** Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** DND DSD 510

**TBS Registration:** 004317

**Bank Number:** DND PPE 811

### **Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families**

**Description:** This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** Members and former members of the Canadian Forces and their families.

**Purpose:** Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector



agencies only with the client's knowledge and consent.

**Consistent Uses:** Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act.

**Retention and Disposal Standards:** Files are destroyed five years after their last administrative use by the Centre.

**RDA Number:** to be determined.

**Related PR#:** DND SGB 490 and DND DND PCA 630

**TBS Registration:** 005370

**Bank Number:** DND PPE 824

#### **Dependant Education Allowances**

**Description:** This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member.

**Class of Individuals:** This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

**Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada.

**Consistent Uses:** There are no consistent uses.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND DEP 465

**TBS Registration:** 003267

**Bank Number:** DND PPE 876

#### **Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada**

**Description:** This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code.

**Class of Individuals:** This bank applies to: members of the CF, and dependants of members.

**Purpose:** The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after two calendar years.

**RDA Number:** 98/005

**Related PR#:** DND CBD 450

**TBS Registration:** 000178

**Bank Number:** DND PPE 809

#### **Human Resources Management Information System (HRMS)**

**Description:** This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoft™ HR software that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. The HRMS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary grad and step - Civ only); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records substitution availability, and Financial benefits and education benefits, Health and Safety, Recruitment, plus time away from home and Statement of Ordinary Residence for military members. Processes applicable to military and civilian maintains leave records as earned and

used by employee; Position Management Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR, showing a resume of the data held on them or by viewing a web based system called Employee Member Access Application (EMAA). Records of members released from the CF are not subject to amendments.

**Class of Individuals:** This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND.

**Purpose:** The purpose of this transactional data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Output Products Reporting Database, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID.

**Consistent Uses:** The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications,

produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub systems. The SIN is collected in accordance with the: Income Tax Act and Unemployment Insurance Act for the purpose of managing and administering members' pay. The SIN is removed from HRMS after the first pay transaction is sent to CCPS.

**Retention and Disposal Standards:** Records are retained for a period of five years after the last administrative action. Records are then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND MSD 785

**TBS Registration:** 004155

**Bank Number:** DND PPE 805

### **DSSPM - Clothing Online**

**Description:** This bank contains: the Service Number (SN), Rank, Surname, First Name(s), Initials, Environment (Navy, Army or Air Force) and Class of Service (only Primay Reserve and CIC) of all active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments. Clothing Online is a DND e-commerce/e-business based direct delivery project providing non-operational uniforms to DND members. All active Regular Force, Primary Reserve (Class A, B and C), CIC members, Supplementary Reserve (SR) and active members with Honorary Appointments are authorized personnel. The bank will also be used to maintain an individual's point system and clothing entitlement inventory. The data is stored on a secure database. When the data is accessed online it is in 'https' mode, in which 128-bit encryption (SSL) is invoked. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** Active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments.

**Purpose:** The Bank's purpose is to maintain information on active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary appointments and act as a means to identify personnel authorized to use the Clothing Online product.

**Consistent Uses:** Identifying authorized individuals and the maintenance of individual point system and clothing entitlements inventories.



Information (Rank and Environment only) will be used by DSSPM to produce statistical reports. The database will not be linked with any other system.

**Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action.

**RDA Number:** 98/001 and 2000/14

**Related PR#:** DND 18415

**TBS Registration:** 005349

**Bank Number:** DND PPE 829

#### **Financial Assistance - Canadian Forces Personnel Assistance Fund (CFPAF)**

**Description:** This bank contains applications for financial assistance from the Canadian Forces Personnel Assistance Fund. The bank also contains loan records and contracts. Records are available by providing date of birth, full name and service number.

**Class of Individuals:** This bank applies to current and former CF Regular Force personnel and eligible members of the Reserves.

**Purpose:** The purpose of this bank is to maintain a file of past and present CF personnel who applied for and obtained financial assistance from CFPAF; loan accounts, current and archived and loan contracts.

**Consistent Uses:** The information is strictly used for the administration (management) of the financial assistance programme. Aside from this there are no other uses.

**Retention and Disposal Standards:** Loan records and accounts are destroyed seven calendar years after a loan is paid up and application files are destroyed after three calendar years of inactivity.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 005346

**Bank Number:** DND PPE 802

#### **Financial Counselling - SISIP Financial Services**

**Description:** This bank contains financial information with respect to Canadian Forces personnel who are financial counselling clients. Records are accessible by providing date of birth, full name and service number if applicable.

**Class of Individuals:** This bank applies to current members of the Canadian Forces.

**Purpose:** The purpose of this bank is to maintain a file on those individuals who are financial counselling clients.

**Consistent Uses:** The information is strictly used for the administration (management) of the

financial counseling programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Files on clients who have received loans are retained for two years after the file has been closed. The file is then destroyed. Files on clients who have not received any loans are destroyed when the counselling service has been completed.

**RDA Number:** 98/005

**Related PR#:** MDN PSB 405

**TBS Registration:** 005347

**Bank Number:** DND PPE 803

#### **Financial Planning - SISIP Financial Services**

**Description:** This bank contains applications for financial planning services, investment instructions and financial information with respect to our clients. Records are accessible by providing date of birth, full name and service number if applicable.

**Class of Individuals:** This bank applies to current and former members of the Canadian Forces and Canadian Forces Personnel Support Agency employees.

**Purpose:** The purpose of this bank is to maintain a file on clients who are Financial Planning clients.

**Consistent Uses:** The information is strictly used for the administration (management) of the financial planning programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Records are destroyed seven years after the death of a client or cancellation of the services.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 005348

**Bank Number:** DND PPE 804

#### **Harassment**

**Description:** This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on

the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc.

**Class of Individuals:** This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace.

**Purpose:** The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

**Consistent Uses:** In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes.

**Retention and Disposal Standards:** Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist.

**RDA Number:** 98/005

**Related PR#:** DND PCA 605, DND CSA 520 and DND CPS 600

**TBS Registration:** 003005

**Bank Number:** DND PPE 875

### **Human Resource Research and Evaluation Information Data Bank**

**Description:** This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application.

**Class of Individuals:** This bank applies to: Applicants to the CF, and serving and former members of the CF.

**Purpose:** The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection.

**Consistent Uses:** The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System - (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks.

**Retention and Disposal Standards:** CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely.

**RDA Number:** 98/005

**Related PR#:** DND PDB 360

**TBS Registration:** 000184

**Bank Number:** DND PPE 815

### **Identification and Access Control Cards**

**Description:** This bank contains: photographs, signatures, Service Number (SN) (military) /



Personal Record Identifier (PRI)(civilian), surname and given names date of birth, Region and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth.

**Class of Individuals:** CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and NCR access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property.

**Consistent Uses:** Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis.

**Retention and Disposal Standards:** Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND MIS 085

**TBS Registration:** 003681

**Bank Number:** DND PPE 896

#### **Insurance - Service Income Security Insurance Plan (SISIP)**

**Description:** This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. Records are accessible by providing: date of birth, full name and service number.

**Class of Individuals:** This bank applies to current and former Regular Force and Class C Reserve

Force members of the CF.

**Purpose:** The purpose of this bank is to maintain: a file of past and present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants.

**Consistent Uses:** The information is strictly used for the administration management of the SISIP programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage.

**RDA Number:** 98/005

**Related PR#:** DND CBD 450

**TBS Registration:** 000177

**Bank Number:** DND PPE 808

#### **Judge Advocate General's Files/Service Estates**

**Description:** This file contains: correspondence reflecting the names of estate beneficiaries, executors, court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate; information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. Records are accessible by providing: date of death, full name, and service number.

**Class of Individuals:** This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death.

**Purpose:** The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Director of Estates and are then transferred to

National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** DND JAG 015

**TBS Registration:** 000220

**Bank Number:** DND PPE 856

### **La Relève Executive Feeder Group**

**Description:** This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed, ten-year employment history, areas of expertise, scope of experience and career aspirations over the next ten-year period.

**Class of Individuals:** This bank applies to civilians currently employed by DND.

**Purpose:** The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates for anticipated EX vacancies.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action.

**RDA Number:** 98/005

**Related PR#:** DND SGB 490

**TBS Registration:** 005114

**Bank Number:** DND PPE 861

### **Medical Professional Standards Register**

**Description:** This bank contains: correspondence between Director General Health Services (DGHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals.

**Class of Individuals:** This bank applies to any or all CFMS personnel.

**Purpose:** The purpose of this bank is to maintain

information on CF Medical Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action.

**Consistent Uses:** Information held in this bank may be disclosed to the CF Health Services Group (CF H Svcs Gp) professional-technical bodies, committees and investigators that review and investigate complaints about patient care, that determine whether a complaint is related to deficiencies of a systemic nature and/or problem with the competence and/or conduct of a CF health care provider, or that review the credentials, references, experience and other requirements of all CF H Svcs Gp health care providers and recommend on privileges and scope of practice.

**Retention and Disposal Standards:** The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case.

**RDA Number:** 98/005

**Related PR#:** DND SGB 495

**TBS Registration:** 003960

**Bank Number:** DND PPE 898

### **Medical Records**

**Description:** This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical care, including those at CF Hospitals. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records are accessible by providing: name of serving member, the members service number, the dependant's name and date of birth, the CF hospital where treatment was provided and relationship to the serving member.

**Class of Individuals:** This bank applies to: members of the CF, dependants of serving members, others entitled to CF medical care as well as former members of the CF.

**Purpose:** The records serve as a reference source for medical treatment and career medical/administrative/pension decisions, and as a data source for occupational and population health activities.



**Consistent Uses:** Information held in this bank may be disclosed to a Summary Investigation into the death or injury of an individual where either a Summary Investigation or a Board of Inquiry is required by the Queen's Regulations and Orders for the Canadian Forces, to a Board of Inquiry, the Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. Information in this bank may also be disclosed to health care workers for the purpose of providing medical care, and to appropriate personnel within Veterans Affairs Canada for the purpose of assessing and administering claims made under the Pension Act. In fulfillment of the necessary occupational and population health functions, information in this bank may be disclosed to responsible members of the Surgeon General Professional Technical network for the purpose of reviewing the health status of or care provided to an individual or specified group. Relevant results of the analysis of the health status of or standard of care provided to groups of individuals may be provided to the individuals involved and / or to responsible DND / CF authorities.

**Retention and Disposal Standards:** One year after a member's release, records are transferred to National Archives of Canada. These records remain under the control of DND for a total of five years whereupon they become the responsibility of NAC.

**RDA Number:** 98/005

**Related PR#:** DND SGB 490

**TBS Registration:** 004316

**Bank Number:** DND PPE 810

### **CSE Mentor Program**

**Description:** This bank contains personal information voluntarily given by mentors and proteges within the Communication Security Establishment (CSE). It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege.

**Class of Individuals:** Employees of CSE.

**Purpose:** This information is maintained to provide documentation for the planning, administration and operation of the mentor program.

**Consistent Uses:** To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop

and maintain a catalogue of available mentors and what they have to offer.

**Retention and Disposal Standards:** These records will be destroyed six months after an employee has withdrawn from the program.

**RDA Number:** 97/003

**Related PR#:** Not available.

**TBS Registration:** 000439

**Bank Number:** DND PPE 820

### **Merit Award Program**

**Description:** This bank contains: minutes of meetings, personal data of nominees, regulations governing the Merit Award Program, rules, and statistics and employee employment records. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and rank.

**Class of Individuals:** This bank applies to: military personnel, and civilian employees of DND.

**Purpose:** The purpose of this bank is to administer DND Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command or Group Merit Award Committees.

**Consistent Uses:** Social insurance number and mailing address are required for: award cheque requisitioning through the Department of Public Works and Government Services, and for income tax purposes by the Canada Custom and Revenue Agency, pursuant to the Income Tax Act.

**Retention and Disposal Standards:** Records are destroyed after three calendar years.

**RDA Number:** 98/005

**Related PR#:** DND ESD 045

**TBS Registration:** 000195

**Bank Number:** DND PPE 826

### **History, Heritage and Honours**

**Description:** This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning: buildings, freedom of cities, Governor General, royalty, ships and related activities such as unit commemorative events. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code.

**Class of Individuals:** This bank applies to members of the CF and civilian employees of DND.

**Purpose:** The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards

accorded to members of the CF.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for five calendar years and then transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** DND DOC 420; DND DOC 445

**TBS Registration:** 000192

**Bank Number:** DND PPE 823

### **Military Personnel - Grievance File**

**Description:** This bank constitutes a record of applications for: redress of grievances submitted, and the decisions made in respect of those grievances. Records are accessible by providing: Military Occupation Code, name, rank, service number, and year of grievance.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances.

**Consistent Uses:** This information is used in investigation, by the CF, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

**Retention and Disposal Standards:** The files are destroyed five years after last administrative action.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630 and DND CSA 520

**TBS Registration:** 000200

**Bank Number:** DND PPE 831

### **Military Police Credential Review Board Data Bank**

**Description:** This MPCRB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRB process. The bank includes the MPCRB Administrator's notes, an overview of allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police

Investigation Case File (Security and Military Police Information System (SAMPIS)) if applicable. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.

**Class of Individuals:** The bank applies to Military Police but may include information on others (ie military police investigation reports).

**Purpose:** The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files.

**Consistent Uses:** The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes.

**Retention and Disposal Standards:** Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085 and DND PCA 630

**TBS Registration:** 005371

**Bank Number:** DND PPE 833

### **Military Police Investigation Case Files**

**Description:** This bank contains personal information pertaining to individuals who have been involved in an incident, investigated by the Military Police (or brought to the attention of the Military Police by another police service). Military Police Investigation Case Files may include such personal information as names, addresses, telephone numbers, dates of birth, citizenship, PRI number, service number, marital status, ethnicity and/or distinct physical markings. Records are accessible by providing: full surname and given names, location and date, Service Number or Personal Records Identifier (not mandatory), and type of incident or offence.

**Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an incident on DND establishments (it also applies to persons Subject to the Code of Service Discipline who



have been involved in an incident off DND establishments, investigated by a competent investigative authority and where the information has been made known to the Military Police).

**Purpose:** This information is used to assist in the determination of whether a criminal or service offence has been committed and to provide the results of Military Police investigations to the appropriate departmental (DND) authorities.

**Consistent Uses:** Information contained in Military Police Investigation Case Files may be used to support: other investigations, both by the Military Police and by other legitimate law enforcement agencies in the detection, prevention and suppression of crime generally, disciplinary measures, appeals, civil actions, pensions, criminal injuries compensation, career review, research, security and reliability screening, and statistical purposes and evaluations.

**Retention and Disposal Standards:** All incidents designated as Protected B and generated after 2001 on the Security and Military Police Information System (SAMPIS) are retained indefinitely. In addition, significant incidents designated as Protected B and generated after 1994 are also retained indefinitely. Prior to 1994, hard copy records of files that were held at NDHQ that were classified/designated higher than Protected B and deemed to be of significance were transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to DND. Files not deemed to be of significance were held outside NDHQ and were destroyed two years after the last administrative or judicial use.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085

**TBS Registration:** 000203

**Bank Number:** DND PPE 835

### **Military Postgraduate Student Records**

**Description:** This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: course loading authorization (CLA), request reference course start and end dates, course title, date assigned, date thesis received, FMS/WCN numbers (applicable to US military courses), name and location of institution, program type, Member's: military occupation code and description, name and initials, obligatory service completion date, occupation speciality qualification code, posting date and message rank, service

number, target position in establishment Financial: estimated total cost file and CLA numbers, financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number.

**Class of Individuals:** This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada.

**Purpose:** The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Computer records are retained indefinitely for statistical purposes.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 003269

**Bank Number:** DND PPE 878

### **Minutes of Proceedings of Courts Martial**

**Description:** The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. Records are accessible by providing: surname and initials, year and place of court martial and, when applicable, the rank of the accused.

**Class of Individuals:** This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act.

**Purpose:** These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 035

**TBS Registration:** 000199

**Bank Number:** DND PPE 830

### **National Defence Fingerprint File**

**Description:** The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of birth; engagement and fingerprinting; occupation or trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing full name, service number (SN)/civilian (PRI) number, date of birth and, as proof of identity, one rolled fingerprint done in black ink, indicating which finger and hand.

**Class of Individuals:** Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada.

**Purpose:** This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace.

**Consistent Use:** Used for identification purposes only.

**Retention and Disposal Standards:** Records of members of the CF, and civilian employees of DND are retained by the department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada.

**RDA Number:** 98/001

**Related PR#:** DND MIS 085

**TBS Registration:** 000170

**Bank Number:** DND PPE 801

### **Non-Public Fund (NPF) Employee Personnel Records**

**Description:** This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment.

**Class of Individuals:** This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency.

**Purpose:** The purpose of this bank is to store employee information related to employment, benefits and pensions.

**Consistent Uses:** Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation).

**Retention and Disposal Standards:** Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action.

**RDA Number:** 98/005

**Related PR#:** DND PSB 385

**TBS Registration:** 005115

**Bank Number:** DND PPE 865

### **Officer Boards for Academic Enhancement and Specialist Training Plans**

**Description:** This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers); Initial Baccalaureate Degree Programme (IBDP); and Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans (MPLANS). Each board may contain: any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists for those found suitable, alternates and those not selected, proceedings, and findings, and selection criteria. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application.

**Class of Individuals:** This bank applies to officers of the CF who have made application for the training plans listed.

**Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan.

**Consistent Uses:** Used to select from officers found suitable for training and to assign them to training under a given plan.

**Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed.



**RDA Number:** 98/001

**Related PR#:** DND CSA 520

**TBS Registration:** 002273

**Bank Number:** DND PPE 848

### **Pay Records File**

**Description:** This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances entitlements and attendance for the reserves. Records are accessible by providing: full name and service number.

**Class of Individuals:** This bank applies to members of the CF (Regular and Reserve).

**Purpose:** The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances.

**Consistent Uses:** Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice).

**Retention and Disposal Standards:** The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. Printed copies of records prior to 1976 are not available at this time but provisions will be made to permit viewing of records.

**RDA Number:** 98/005 and 96/024

**Related PR#:** DND FSB 765

**TBS Registration:** 003788

**Bank Number:** DND PPE 858

### **Pension File**

**Description:** The bank contains: copies of vital statistics of serving CF members and their

dependants, pension election forms, pension observations and correspondence concerning pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. Records are accessible by providing: full name, and service number.

**Class of Individuals:** This bank applies to members of the CF and survivors.

**Purpose:** The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.

**Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return.

**Retention and Disposal Standards:** Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to National Archives of Canada

**RDA Number:** 98/005 and 96/024

**Related PR#:** DND FSB 765

**TBS Registration:** 000223

**Bank Number:** DND PPE 859

### **Performance Evaluation Report File**

**Description:** This bank contains: Performance Evaluation Reports. Records are accessible by providing: date of release if applicable, full name and service number.

**Purpose:** The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training.

**Class of Individuals:** This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** Records are: retained for five years after the individual's release,

and then transferred to National Archives of Canada

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 000206

**Bank Number:** DND PPE 838

### **Personnel Files - Training**

**Description:** The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students.

**Consistent Uses:** Information may be used to substantiate qualifications.

**Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** DND RET 370

**TBS Registration:** 000210

**Bank Number:** DND PPE 842

### **Personnel Security Investigation File**

**Description:** This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are

maintained in a CSIS bank. This bank contains personal information about the individual: his or her immediate family, the names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Records are accessible by providing: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired.

**Class of Individuals:** This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.

**Purpose:** The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band.

**Consistent Uses:** Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes.

**Retention and Disposal Standards:** All security



clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630, DND CSA 520 and DND MIS 085

**TBS Registration:** 004010

**Bank Number:** DND PPE 834

### **Personnel Selection Officer (PSO) Training Files**

**Description:** This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses. Records are accessible by providing: name, rank, and service number.

**Class of Individuals:** This bank applies to Personnel Selection Officers of the Regular and Reserve Forces.

**Purpose:** The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 003268

**Bank Number:** DND PPE 877

### **Provision of Legal Aid to Members of the Canadian Forces**

**Description:** The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Records are

accessible by providing: full name, location of the interview, and service number.

**Class of Individuals:** This bank applies to: members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada.

**Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The files are destroyed after two years.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 015

**TBS Registration:** 000221

**Bank Number:** DND PPE 857

### **Provision of Legal Counsel at Public Expense**

**Description:** This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown Servants. Records are accessible by providing: full name; SN/PRI, and DOB.

**Class of Individuals:** This bank applies to: CF members, and civilian employees of DND.

**Purpose:** The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for six calendar years from when the file is closed. Files are then transferred to National Archives of Canada.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 015

**TBS Registration:** 003982

**Bank Number:** DND PPE 897

### **Public Key Infrastructure (PKI) Service Request Forms**

**Description:** This bank contains: surname, given names and initials, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI) (civilian) / building pass number

(contractor/casuals) including expiry date, organization, building / location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment.

**Class of Individuals:** CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services.

**Purpose:** The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactivation, reactivation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.

**Consistent Uses:** Forms will only be used for the auditing of adherence to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI.

**Retention and Disposal Standards:** All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630

**TBS Registration:** 005368

**Bank Number:** DND PPE 813

### **Requests from and Disclosures to Investigative Bodies**

**Description:** This bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. Records are accessible by providing: service number or PRI number, classification or Military Occupation Code, full name and rank.

**Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND.

**Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to

report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner.

**Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

**Retention and Disposal Standards:** Information is destroyed two years after date of last correspondence.

**RDA Number:** 98/005

**Related PR#:** DND PCA 610

**TBS Registration:** 000218

**Bank Number:** DND PPE 854

### **Sea, Army and Air Cadet Personnel Files**

**Description:** This bank contains: form CF 1158 - Application for Membership in the Canadian Cadet Organizations, form CF 51 - Application and Approval - Cadet Activities (Employment - Course - Exchange), form CF 910 - CF Statement of Medical Fitness Cadet Applicant, (discontinued - content included in form CF 1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 - Certificate of Service - for Royal Canadian Sea Cadets; DND 1888 - Record of Service - for Royal Canadian Army Cadets; and CF 1322 - Record of Service and DND 1964 - Cadet Information Sheet - for Royal Canadian Air Cadets. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron.

**Class of Individuals:** This bank applies to the members of the Sea, Army and Air Cadets.

**Purpose:** The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization.

**Consistent Uses:** The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act, when a cadet is employed as a staff cadet.

**Retention and Disposal Standards:** The original



Cadet Personnel File is provided to the cadet upon release from the Cadet organization. A complete Record of Service is photocopied and is retained by the cadet unit for a minimum of 5 years and then may be destroyed.

**RDA Number:** 98/005

**Related PR#:** DND RCS 340

**TBS Registration:** 000207

**Bank Number:** DND PPE 839

### **Selection Boards for the In-Service Commissioning Plans**

**Description:** This bank contains the selection boards for the following officer production as administered by Director General Military Careers (DGMC): Commissioning From the Ranks Plan (CFRP) and the Special Requirements Commissioning Plan (SRCP) starting in 1986. The following plans are administered by Canadian Forces Recruiting Group Headquarters; Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP) and University Training Plan Non-Commissioned Members (UTPNM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request.

**Class of Individuals:** This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNM, SCP or OCTPM; have been nominated for CFRP, or have been selected for SRCP.

**Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Board reports are retained for 20 years for statistical purposes, and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND CSA 520

**TBS Registration:** 002272

**Bank Number:** DND PPE 847

### **Selection Board and Supplementary Selection Board Results**

**Description:** There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection

Board Results. Selection Board Report: includes information in the form of: findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for promotion and TOS includes information on each eligible individual: TOS Selection List includes: Service number, surname and initials, UIC URS, element TOS score/standing, MOC. Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, non-suitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board.

**Class of Individuals:** This bank applies to members of the CF (Regular Forces Personnel).

**Purpose:** The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy, or electronic format for statistical and promotional purposes and will then be destroyed.

**RDA Number:** 98/001

**Related PR#:** DND CSA 530

**TBS Registration:** 004049

**Bank Number:** DND PPE 899

### **Service Prison and Detention Barrack Records**

**Description:** This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission, discharge, discipline, maintenance of personal property, and sentence remission. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number.

**Class of Individuals:** This bank applies to individuals who are or have been incarcerated in military service prisons and detention barracks.

**Purpose:** The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630

**TBS Registration:** 001765

**Bank Number:** DND PPE 863

### **Social Work Services**

**Description:** This bank records professional social work information on clients seen by social work officers. Records are accessible by providing: interviewer (if possible), member's full name, Military Occupation Code, place and date of interview(s), rank, and service number.

**Class of Individuals:** This bank applies to members of the CF and members of their immediate families.

**Purpose:** The purpose of this bank is to assist the social work officer in professional treatment and case management.

**Consistent Uses:** Within the parameters of CF Medical Order 8-02, information concerning

members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer.

**Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 000181

**Bank Number:** DND PPE 812

### **Squadron Personnel File - Officer Cadets**

**Description:** The Squadron Personnel File contains: reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. Ex students of the Royal Military College, files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance.

**Class of Individuals:** This bank applies to officer cadets attending the Royal Military College.

**Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending at the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis.

**Consistent Uses:** No other consistent uses.

**Retention and Disposal Standards:** After graduation, records are maintained at the college for five years and then destroyed.

**RDA Number:** to be determined.

**Related PR#:** DND RET 370

**TBS Registration:** 000213

**Bank Number:** DND PPE 845

### **Suggestion Award Program**

**Description:** This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the



Suggestion Award Program, and rules. Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee.

**Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND.

**Purpose:** The purpose and use of this bank is to administer DND Suggestion Award Program.

**Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Public Works and Government Services Canada, and for income tax purposes by the Canada Customs and Revenue Agency, pursuant to the Income Tax Act.

**Retention and Disposal Standards:** Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years. Suggestions that have been declined for adoption will be protected for a twelve-month period and will be destroyed after three calendar years.

**RDA Number:** 98/001

**Related PR#:** DND ESD 045

**TBS Registration:** 000194

**Bank Number:** DND PPE 825

### **Unit Military Personnel Bank**

**Description:** This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), proof of change of name, citizenship, dependants birth certificates, dependants' language of instruction preference, change of medical category form CF2088, civil convictions (except those for which pardons have been granted), consent to serve forms, enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, document regarding security, previous service, request for compassionate posting, requests for special consideration, results of court martial, screening for overseas duty, statement of understanding, uniform selection, educational certificates/reports of academic achievements, personnel selection officer reports, messages posting/temporary duty course reports, letter of commendation and award, promotion, re-engagement, administrative review decisions and recommendations. It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records

which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing: full name, rank, service number, and Unit.

**Class of Individuals:** This bank applies to: serving members of the CF; and serving members of the Reserve Force. Also dependents, etc..

**Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units.

**Consistent Uses:** Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit.

**Retention and Disposal Standards:** Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to National Archives of Canada for members of the CF - Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank NA PPE 716.

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 000204

**Bank Number:** DND PPE 836

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code  
Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards	Recognition Policy
Occupational Safety and Health	Staffing
Official Languages	Training and Development
Parking	Vehicle, Ship, Boat and Aircraft Accidents
Pay and Benefits	Values and Ethics Code for the Public Service
Performance Reviews and Employee Appraisals	Workplace Day Care
Personnel Security Screening (Reliability Screening/Security Clearance)	

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# National Energy Board

Chapter 96

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave
- Discipline
- Employee Assistance
- Employee Personnel Record
- Employment Equity Program
- Grievances
- Identification and Building-Pass Cards

- Occupational Safety and Health
- Official Languages
- Parking
- Pay and Benefits
- Performance Reviews and Employee Appraisals
- Personnel Security Screening (Reliability Screening/Security Clearance)
- Recognition Policy
- Staffing
- Training and Development
- Values and Ethics Code for the Public Service

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# National Farm Products Council

Chapter 97

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- |                      |   |
|----------------------|---|
| Attendance and Leave | Identification and Building-Pass Cards        |
| Discipline           | Occupational Safety and Health                |
| Harassment           | Official Languages                            |
|                      | Parking                                       |
|                      | Pay and Benefits                              |
|                      | Performance Reviews and Employee Appraisals   |
|                      | Recognition Policy                            |
|                      | Values and Ethics Code for the Public Service |



## National Film Board of Canada

### Chapter 98

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisal

Staffing

Training and Development

## National Gallery of Canada

### Chapter 99

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Value and Ethics Code for the Public Service

## National Parole Board

### Chapter 100

#### Particular Personal Information Banks

##### Employee Reliability checks

**Description:** This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board

by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals.

**Class of Individuals:** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract.

**Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably.

**Consistent Uses:** The information is used to support decisions on transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** The information in this bank is destroyed two years after it was last used for an administrative purpose.

**RDA Number:** 98/001

**Related PR#:** NPB NPB 005

**TBS Registration:** 002100

**Bank Number:** NPB PPE 801

### Harassment

**Description:** This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents, records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Records. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

**Class of Individuals:** Employees of the National Parole Board and other persons working for the public service.

**Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

**Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 98/005

**Related PR#:** NPB NPB 005

**TBS Registration:** 005252

**Bank Number:** NPB PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Value and Ethics Code for the Public Service



# National Research Council Canada

## Chapter 101

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC EXE 010

**TBS Registration:** 000959

**Bank Number:** NRC PPE 801

#### Equipment Loan

**Description:** This bank contains information on loans of material.

**Class of Individuals:** Researchers, contractors, staff.

**Purpose:** The bank provides a record of the loans made to researchers, contractors and staff.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for one year after the return or disposal of equipment, after which the records are destroyed.

**RDA Number:** 99/003

**Related PR#:** NRC SPR 909

**TBS Registration:** 005318

**Bank Number:** NRC PPE 806.

#### Scientific Integrity – Investigations

**Description:** This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference

documents; minutes of the meetings of the investigation committee.

**Class of Individuals:** Employees of the National Research Council.

**Purpose:** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings.

**Consistent Uses:** To support decisions on disciplinary actions which may arise as a result of an investigation.

**Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC EXE 010

**TBS Registration:** 003699

**Bank Number:** NRC PPE 805

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

# National Round Table on the Environment and the Economy

## Chapter 102

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

## Natural Resources Canada

### Chapter 103

### Particular Personal Information Banks

#### Assignments Program – (CLOSED)

**Description:** This bank relates to personal information on applicants to the Program, on types of assignments offered, and on performance of assignees.

**Class of Individuals:** Public Service employees who have registered in the Program.

**Purpose:** The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program.

**Consistent Uses:** No consistent use of this information is intended.

**Retention and Disposal Standards:** Files are destroyed three years after the end of the assignment.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003309

**Bank Number:** NRCan PPE 811

#### CANMET Management Information System (CLOSED)

**Description:** Name, PRI, office location, telephone number, names of branches where previously employed within the Sector, conferences and

foreign travel undertaken, assets in the custody of employees.

**Class of Individuals:** Employees of the Mineral and Metals Sector.

**Purpose:** To record assets such as computers and equipment in the custody of employees.

**Consistent Uses:** To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords.

**Retention and Disposal Standards:** Information is retained for two years following the last administrative use then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan DEX 007

**TBS Registration:** 003370

**Bank Number:** NRCan PPE 807

#### Crown-owned Living Accommodation

**Description:** Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status and number of children. Also contains the amount of rental and the dates of occupancy.

**Class of Individuals:** Departmental employees.

**Purpose:** Information is used to administer accommodation requirements and the collection of rental deductions.

**Consistent Uses:** Linked to Department of Public



Works PWC PPU 020.

**Retention and Disposal Standards:** Individual files are retained for two years after the occupants vacate the premises, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 730

**TBS Registration:** 000408

**Bank Number:** NRCan PPE 802

#### **Departmental Computer-Assisted Facilities Management System (Closed)**

**Description:** Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number.

**Class of Individuals:** Departmental employees.

**Purpose:** Information is used to manage accommodation and forecast space usage by category of employee. All necessary employee information is retrieved from the Human Resources Management System (PeopleSoft).

**Consistent Uses:** No consistent use of this information is intended.

**Retention and Disposal Standards:** The information will be held for two years after the last administrative action, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003332

**Bank Number:** NRCan PPE 813

#### **Departmental Credit Card Holder Master File**

**Description:** This information bank relates to the departmental financial system containing information about departmental employees who are custodians of a government acquisition card eg. Mastercard, Visa, etc. The information gathered by employee is credit card account number, card holder's name and their PRI Number. This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is used as the employee's account number in lieu of the credit card number for data input and access. The PRI number is not displayed, printed or distributed for any other use.

**Class of Individuals:** Authorized employees of the department.

**Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

**Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. This includes

preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities.

**Retention and Disposal Standards:** Records are retained for a period of 6 full fiscal years, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003657

**Bank Number:** NRCan PPE 817

#### **Departmental Human Resource Management System**

**Description:** This data base contains the following information: sector, branch, name, sex, first official language, date of birth, classification, salary and employment location. It is an automated human resources management system, known internally as PeopleSoft, that contains information on the management of positions and classification decisions, the administration of the workforce including the tracking of assignments, priority management, training, conflict of interest, exclusion and designation, awards and recognition, official languages, employment equity, compensation and leave. Access to the system is strictly controlled and password protected through a user log on validation process. Access is only given to those persons on a need to know basis and only for the performance of their duties.

**Class of Individuals:** All employees of Natural Resources Canada and others under programs supported by the department (i.e. Emeritus, Visiting Fellowship, Youth internship).

**Purpose:** Management of human resources within Natural Resources Canada as described above under description.

**Consistent Uses:** This information may be used to compile aggregate data for compliance to hiring and employment standards such as the Employment Equity Act; to create contact sheets for business continuity strategies; budget and cost forecasting; and attrition planning.

**Retention and Disposal Standards:** The data is maintained and updated on an ongoing basis. A backup of the data is made daily and a monthly basis. Backup information is stored for one year then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003647

**Bank Number:** NRCan PPE 815

### **Directory of People and Services.**

**Description:** This bank relates to information about the organization and employees of the Department. It includes the employee's name, PRI number, office location, telephone number, organization and the services provided by the employee.

**Class of Individuals:** Departmental employees.

**Purpose:** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The PRI will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems.

**Consistent Uses:** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures.

**Retention and Disposal Standards:** Information will be held for two years following the last administrative use, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 770

**TBS Registration:** 003344

**Bank Number:** NRCan PPE 806

### **Employee Medical Referrals**

**Description:** This bank relates to information about notices of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations.

**Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required.

**Purpose:** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work.

**Consistent Uses:** The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks.

**Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003308

**Bank Number:** NRCan PPE 810

### **Garnishment of Salaries and Other Remuneration**

**Description:** This bank relates to information about the garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act.

Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence.

**Class of Individuals:** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken.

**Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department.

**Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within NRCan, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office.

**Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 765

**TBS Registration:** 002313

**Bank Number:** NRCan PPE 803

### **Passports and Visas**

**Description:** This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department.

**Class of Individuals:** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas.

**Purpose:** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign



countries and for some consultants travelling abroad on behalf of the Department.

**Consistent Uses:** Information may be disclosed to the DFAIT and to Canadian Embassies abroad for the organization of delegations to foreign countries.

**Retention and Disposal Standards:** Records are retained for five years until the passport has expired and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003670

**Bank Number:** NRCan PPE 816

### Salary Forecast Module

**Description:** This bank relates to information about salaries and person-year information classified by individual. It also includes period of work, position number, group level and employee status. The PRI is used for administrative purposes.

**Class of Individuals:** The information relates to employees of the Department.

**Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information.

**Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources.

**Retention and Disposal Standards:** Records are retained for a period of six fiscal years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 720

**TBS Registration:** 003119

**Bank Number:** NRCan PPE 805

### Workforce Adjustment – (CLOSED)

**Description:** This bank relates to personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors.

**Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority.

**Purpose:** The purpose of this bank is to provide

documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority.

**Consistent Uses:** No consistent uses of the information is intended.

**Retention and Disposal Standards:** Records are retained for two years after the employee has been placed, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003310

**Bank Number:** NRCan PPE 812

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

# Natural Sciences and Engineering Research Council of Canada

## Chapter 104

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 1985/001

**Related PR#:** SER PRN 921

**TBS Registration:** 001628

**Bank Number:** SER PPE 801

#### Employee Performance Appraisals

**Description:** This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. This information should be described in MAIN BOOK PIBS – please re-register..

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments.

**Consistent Uses:** Performance appraisals are

also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatability of the ratings across different directorates and branches within NSERC.

**Retention and Disposal Standards:** Files are retained on file for five years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** SER PRN 921

**TBS Registration:** 002582

**Bank Number:** SER PPE 802

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Employee Assistance

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Pay and Benefits

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents



## North Fraser Port Authority

Chapter 105

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Performance Reviews and Employee Appraisals

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## Northern Pipeline Agency Canada

Chapter 106

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

## Northwest Territories Water Board

Chapter 107

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Attendance and Leave

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## Nunavut Surface Rights Tribunal

Chapter 108

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

# Nunavut Water Board

## Chapter 109

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Workplace Day Care

# Office of the Auditor General of Canada

## Chapter 110

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Office employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** OAG PRN 921

**TBS Registration:** 001605

**Bank Number:** OAG PSE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Staffing

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## Office of the Chief Electoral Officer

### Chapter 111

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Harassment

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Incentive Awards

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Official Languages

Parking

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Personnel Security Screening (Reliability  
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## Office of the Commissioner of Official Languages

### Chapter 112

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.

#### Particular Personal Information Banks

##### Garnishment

**Description:** This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.

**Class of Individuals:** Employees of the Office against whom garnishment or diversion proceedings have been taken.

**Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

**Consistent Uses:** The bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period.

**RDA Number:** 98/005

**Related PR#:** COL 0486-3

**TBS Registration:** 002849

**Bank Number:** COL PPE 803

##### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and

benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

**Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are destroyed two years after the overpayment is settled or the debt collected.

**RDA Number:** 98/005

**Related PR#:** COL 0468-1

**TBS Registration:** 002850

**Bank Number:** COL PPE 804

### Superannuation

**Description:** This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary.

**Class of Individuals:** Active and former employees who were contributors to the Superannuation.

**Purpose:** To have access, in one location, to all pertinent data concerning pension.

**Consistent Uses:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.

**Retention and Disposal Standards:** Records are destroyed two years after all actions are completed.

**RDA Number:** 98/005

**Related PR#:** COL 0486-1

**TBS Registration:** 002848

**Bank Number:** COL PPE 802

### Surplus Employee

**Description:** This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal

priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment.

**Class of Individuals:** Employees declared surplus.

**Purpose:** This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service.

**Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position.

**Retention and Disposal Standards:** The records are destroyed two years after the employee leaves.

**RDA Number:** 98/005

**Related PR#:** COL 0420-1

**TBS Registration:** 002847

**Bank Number:** COL PPE 801

### Training and Development

**Description:** This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** COL 0488-1

**TBS Registration:** 001265

**Bank Number:** COL PPE 805



## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Value and Ethics Code for the Public Service

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## Office of the Correctional Investigator

Chapter 113

**Note:** Information on the employees of Office of the Correctional Investigator is held by the Department of the Public Security and Emergency Preparedness Canada.

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## Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 114

**Note:** Personal information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of Public Security and Emergency Preparedness Canada.

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## Office of the Ombudsman, National Defence and Canadian Forces

Chapter 115

**Note:** Information on the employees of the Office of the Ombudsman, National Defence and Canadian Forces is held by the Department of National Defence.

# Office of the Superintendent of Financial Institutions Canada

## Chapter 116

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Pay and Benefits

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Value and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

# Pacific Pilotage Authority Canada

## Chapter 117

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Pay and Benefits

Staffing

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# Parks Canada Agency

## Chapter 118

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Grievances

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Identification and Building-Pass Cards (this information is held by the Department of Canadian Heritage)

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Staffing

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Vehicle, Ship, Boat and Aircraft Accidents



## Patented Medicine Prices Review Board

### Chapter 119

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Pension Appeals Board

### Chapter 120

**Note:** Any pertinent information concerning PAB employee personal records should be directed to :

Staff Relations, Human Resources Services,  
Social Development Canada,  
9th Floor, Capital Square Building,  
Ottawa, Ontario K1P 5V9.

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Port Alberni Port Authority

### Chapter 121

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Values and Ethics Code for the Public Service

## Prince Rupert Port Authority

### Chapter 122

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Privy Council Office

### Chapter 123

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.**

#### Particular Personal Information Banks

##### Security Clearances and Assessments Bank

**Description:** This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the

Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards.

**Purpose:** The purpose of this bank is to record



information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment.

***Retention and Disposal Standards:*** Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance.

***RDA Number:*** 98/001

***TBS Registration:*** 002546

***Bank Number:*** PCO PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Employment Equity Program  
Grievances  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Recognition Policy  
Staffing  
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Vehicle, Ship, Boat and Aircraft Accidents

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## Public Health Agency of Canada

### Chapter 124

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Value and Ethics Code for the Public Service

# Public Safety and Emergency Preparedness Canada

## Chapter 125

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

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Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

The Department of Public Security and Emergency Preparedness Canada holds information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service, the Office of the Correctional Investigator, the Commission for Public Complaints Against the Royal Canadian Mounted Police and the Royal Canadian Mounted Police External Review Committee.

# Public Service Commission of Canada

## Chapter 126

### Central Personal Information Banks

#### Analytical Environment (formerly EDP Statistical Systems)

**Description:** This bank regroups computer systems which are maintained by the PSC and which may contain basic personal information such as social insurance numbers (historical records only), personal record identifiers (PRI), the client service number (CSN), a PSC generated identifier, work history, employment status, language proficiency, reasons for separation, education level, major field of study, personal perspectives on how Public Service values drive particular staffing actions and specific information related to a competition process. The analytical environment includes information obtained from the Public Service Human Resources Management Agency of Canada (PSHRMAC) incumbent, mobility and employment equity data systems, information extracted from the PSC's Program of Special Surveys, as well as appointments or statistics received from other departments for the period prior to April 1999 and

subsequently estimates of departmental staffing activity are created from the PSHRMAC incumbent and mobility files. Specific Census data and Health and Activity Limitation Survey data from Statistics Canada are also included in the analytical environment.

**Class of Individuals:** All individuals who have been appointed to positions in the Public Service or who have left the Public Service.

**Purpose:** This analytical environment was created to record information on appointments in the Public Service (prior to April 1999), separations, and the distribution of public servants by department and by location, and to provide information on the health of the staffing system of the Public Service. From 1999 to 2003, staffing activities are estimated based on the Treasury Board incumbent and mobility data systems. As of 2003, staffing activities are estimated based on the Job-Based Analytical Information System (JAIS). The analytical environment is updated on a regular basis.

**Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of the



staffing system, the production of the PSC's Annual Report, PSC research and for other reports to PSHRMAC'S on the utilization of human resources and on the status of programs. This information is used for the planning and management of investigations, for auditing, and for studies on staffing practices. This information will not form, in any case, the basis for decision making for administrative decisions regarding individuals. This information is also used in order to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from PSHRMAC's incumbent and mobility systems is used to provide some additional tombstone information for PSC employee inventories. Information from the incumbent/mobility systems of PSHRMAC is also used to update the Job-Based Analytical Information System. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of PSHRMAC (SCT PCE 706). The information from the Census and Health and Activity Limitation Survey is used to update the employment equity data. No disclosure of personal information is made by this linkage that would permit the identification of the person with whom the information is associated.

**Retention and Disposal Standards:** Appointment Information Management System: The computerized data is kept in an optical archive for an indefinite period. Separations: The computerized information is retained until it has been superseded and then it is deleted, except for year-end information which is kept in an optical archive indefinitely. Workforce Adjustment Reporting System: Records are retained indefinitely in an optical archive. Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained indefinitely in an optical archive. Student Employment Program: Records are retained for five (5) years, and then kept in an optical archive indefinitely. Job-Based Analytical Information System: Information on individuals is kept for a period of 20 years after it is collected and then is retained in an optical archive indefinitely.

**RDA Number:** 85/016, 94/00, 90/012, 92/016

**Related PR#:** PSC SPB 032 and PSC SPR 180

**TBS Registration:** 002299

**Bank Number:** PSC PCE 707

## Appeal Hearings

**Description:** This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant.

**Class of Individuals:** Public servants having filed an appeal or public servants involved in the appeal.

**Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals.

**Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson.

**Retention and Disposal Standards:** Decisions are retained on CD-ROM for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and then destroyed. For files referred to the Federal Court of Canada under section 18 of the Federal Court Act, the decisions are retained for five (5) years then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 001445

**Bank Number:** PSC PCE 708

## Assessment Centre for Executive Appointment (AC for EXA)

**Description:** This bank may contain memoranda and letters; biographical information and assessment results.

**Class of Individuals:** Public servants who have been assessed by the Assessment Centre for Executive Appointment (AC for EXA).

**Purpose:** This bank exists in accordance with section 10 and subsection 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs.

**Consistent Uses:** This bank is used to record and provide all information relating to the assessment of applicants for executive positions or

departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre for research and development purposes.

**Retention and Disposal Standards:** Hard copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065 and SPB 034

**TBS Registration:** 004463

**Bank Number:** PSC PCE 711

**Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)**

**Description:** This bank may contain basic personal information, curricula vitae, general career information and plans, appraisal information and reference checks.

**Class of Individuals:** Employment equity designated group members at the EX equivalent, the EX minus one and minus two levels which includes women, visible minorities, Aboriginal peoples, persons with disabilities, who have received career consultation and development services.

**Purpose:** This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans.

**Consistent Uses:** The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments

**Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001466

**Bank Number:** PSC PCE 721

**Deployment Recourse**

**Description:** This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet.

**Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of subsection 34.4 of the Public Service Employment Act.

**Purpose:** This bank exists in accordance with subsection 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment.

**Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament.

**Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 003270

**Bank Number:** PSC PCE 736

**Executive Counseling Services Assessment Results (formerly called Diagnostic and Career Counseling Service Assessment Results)**

**Description:** This bank may contain biographical information, service-related notes and assessment results.

**Class of Individuals:** Public Servants in the Executive category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counseling Services.

**Purpose:** This bank exists to provide public servants who access Executive Counseling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counseling.

**Consistent Uses:** This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service.

**Retention and Disposal Standards:** Hard copy records are retained for ten (10) years after being declared inactive and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050 and PSC SPB 034

**TBS Registration:** 002912

**Bank Number:** PSC PCE 744



### **Leave of Absence to Seek Election**

**Description:** This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Director General, Delegation Directorate, the Commission's decision to approve or deny the leave to seek nomination as a candidate and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings.

**Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate, and to be a candidate for election.

**Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election.

**Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament.

**Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC DGM 022

**TBS Registration:** 001448

**Bank Number:** PSC PCE 763

### **Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace**

**Description:** This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memoranda of agreement and investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the PSC.

**Class of Individuals:** Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace.

**Purpose:** This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department.

**Consistent Uses:** The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical

purposes.

**Retention and Disposal Standards:** Paper records are retained active during the investigation, mediation or coaching process, five (5) years inactive from date service completed, then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 010

**TBS Registration:** 005181

**Bank Number:** PSC PCE 768

### **Other Inquiries**

**Description:** This bank may contain basic personal data, excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations, press clippings, memoranda of agreement, investigation reports. It may also contain information dealing with the recommendation made to the Commission based on the facts gathered during the inquiry.

**Class of Individuals:** Public servants or non public servants directly affected by the inquiry.

**Purpose:** This bank exists following the conduct of an investigation under sub-section 6(2), (3) and section 42 of the Public Service Employment Act.

**Consistent Uses:** The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes.

**Retention and Disposal Standards:** Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 005180

**Bank Number:** PSC PCE 776

### **Official Languages Exclusion Approval Order**

**Description:** This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decisions in some cases.

**Class of Individuals:** Public servants who have requested an official languages exclusion or extension.

**Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the

obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes.

**Consistent Uses:** This bank is used to allow the PSC to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order.

**Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed, except for those with historical value which are kept indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**TBS Registration:** 001460

**Bank Number:** PSC PCE 774

### **Persons Appointed under an Exclusion Approval Order**

**Description:** This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor-in-Council, basic personal data, the exclusion order and the regulations.

**Class of Individuals:** Persons appointed to the Public Service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41.

**Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees in certain occupational groups or the names of persons appointed to the Public Service who are excluded from certain provisions of the Act by virtue of section 41.

**Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees in certain occupational groups or the names of persons appointed under an Exclusion Approval Order.

**Retention and Disposal Standards:** Records are retained for five (5) years after termination of the exclusion, and then sent to Library and Archives Canada.

**RDA Number:** 2001/025

**Related PR#:** PSC CMB 022

**TBS Registration:** 001447

**Bank Number:** PSC PCE 780

### **Policy Research and Development Program (PRDP)**

**Description:** This bank may contain curricula vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations of referrals, notes to file, and faxes for all applications

to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

**Class of Individuals:** Public servants and non-public servants applying to the PRDP or past and present participants of the PRDP.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the PRDP and to maintain historical records of all persons who have participated in the PRDP.

**Consistent Uses:** This bank is used to retain applications to the PRDP, for the general management of the assignments, and for statistical purposes. It interfaces with Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies)

**Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the application is submitted and then are destroyed. Hard copy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030 and 031

**TBS Registration:** 005301

**Bank Number:** PSC PCE 777

### **Second Language Evaluation (SLE) Examiners**

**Description:** This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration.

**Class of Individuals:** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the SLE tests.

**Purpose:** This bank exists in accordance with subsection 5(a) and sections 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners.

**Consistent Uses:** The bank is used to record information related to the qualifications, training



and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted.

**Retention and Disposal Standards:** All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001458

**Bank Number:** PSC PCE 796

### **Special Measures Program Participants (Ceased in 1998)**

**Description:** This bank may contain information concerning the on-the-job training assignments of participants in the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.

**Class of Individuals:** Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women.

**Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program.

**Consistent Uses:** The bank is used to monitor the progress of participants and to measure the effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the PSC, TBS, federal government departments and employment equity committees.

**Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained

for twenty five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030 and PSC SPB 040

**TBS Registration:** 002297

**Bank Number:** PSC PCE 798

### **Staffing Consultant Certification**

**Description:** This bank may contain individual files which include recommendations from departments for Staffing Certification such as letters of recommendation from Heads of human resources, information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded in a computerized inventory.

**Class of Individuals:** Public Service staffing consultants.

**Purpose:** This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to sub-section 6(1) of the Public Service Employment Act.

**Consistent Uses:** This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs.

**Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**TBS Registration:** 001464

**Bank Number:** PSC PCE 800

### **Statutory and Regulatory Priorities**

**Description:** This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and certain members of the Canadian Forces and the RCMP. Information exists in hardcopy and computerized form.

**Class of Individuals:** Public servants and other persons who have a statutory or regulatory priority for appointment.

**Purpose:** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 35 to 40 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various PSC policies to provide information relating to individuals with a priority for appointment.

**Consistent Uses:** This bank is used to identify individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes.

**Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 034

**TBS Registration:** 001452

**Bank Number:** PSC PCE 801

## Particular Personal Information Banks

### Accounts Payable and Receivable

**Description:** This bank may contain information on travel expenses, supplier payments, contracts information, purchase orders, payments to other government departments, merit awards, suggestion awards, membership payments, and salary payments including regular and supplementary pay. It also contains information relating to receivable collected from training provided, publications, overpayments and recoveries between departments for salaries and other services.

**Class of Individuals:** Departmental employees who have been involved in the accounting and processing of financial transactions for the PSC.

**Purpose:** For audit purposes, the information is required to support all types of payments and receivables processed by the PSC.

**Consistent Uses:** This information is used for the preparation of financial reports such as departmental financial statements, public accounts, parliamentary enquiries, Access to Information requests, monthly and quarterly forecast analyses and other types of requests by central agencies.

**Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PSC CMB 914

**TBS Registration:** 002413

**Bank Number:** PSC PPE 815

### Flexibility EX and Special Assignment Pay Plan Positions

**Description:** This bank may contain agreements between the employees and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and curricula vitae as required.

**Class of Individuals:** Public servants employed by the PSC in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP).

**Purpose:** This bank exists to record and control the EX overfill and SAPP situations at the PSC.

**Consistent Uses:** This bank is used to administer and maintain data on EX overfill and SAPP situations at the PSC. It is also used to report general data to PSC management and Treasury Board as required.

**Retention and Disposal Standards:** Records are retained for a period of six (6) years, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PSC 925

**TBS Registration:** 001486

**Bank Number:** PSC PPE 801

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Performance Reviews and Employee Appraisals



Recognition Policy  
Staffing

Training and Development  
Value and Ethics Code for the Public Service

# Public Service Human Resources Management Agency

## Chapter 127

### Central Personal Information Banks

#### Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

**Description:** This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

**Class of Individuals:** Public servants and non-public servants applying to the AETP or past and present participants of the AETP.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP.

**Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

**Retention and Disposal Standards:** Records of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five(5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 003069

**Bank Number:** PSHRMAC PCE 701

#### Accelerated Executive Development Program (AEXDP): Inventory of Applicants

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview, the Candidate Self-Report, and the Selection Review Board (SRB) Interview; results of the integration process and program office notes.

**Class of Individuals:** Members of the Executive Category who have applied to the AEXDP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), the Public Service Commission (PSC) and the Public Service Human Resources Management Agency of Canada (PSHRMAC).

**Consistent Uses:** The bank is used to record and provide information to COSO, PSHRMAC and PSC regarding acceptance to the program.

**Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 004019

**Bank Number:** PSHRMAC PCE 702

#### Accelerated Executive Development Program (AEXDP): Inventory of Participants

**Description:** This bank may contain: Personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the

Candidate Self-Report, and the SRB Interview; results of the integration process; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on courses, and appointment-to-level documentation; program office notes.

**Class of Individuals:** Members of the Executive Category who have been accepted as participants in the AEXDP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

**Consistent Uses:** The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates.

**Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of AEXDP participation and then are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 004018

**Bank Number:** PSHRMAC PCE 703

#### **Assistant Deputy Minister Business Support System:**

**Description:** This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, and may include tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results.

**Class of Individuals:** Assistant Deputy Ministers and interchange participants.

**Purpose:** The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population.

**Consistent Uses:** This bank is used to support the collective management of ADM's.

**Retention and Disposal Standards:** Retained for 10 years and then transferred to Library and

Archives Canada.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004391

**Bank Number:** PSHRMAC PCE 715

#### **Assistant Deputy Minister Resourcing – Closed Competition**

**Description:** This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission.

**Purpose:** This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Retained for 6 years and then destroyed.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004381

**Bank Number:** PSHRMAC PCE 716

#### **Assistant Deputy Minister Resourcing – Deployment from Pool**

**Description:** This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for positions. Individuals seeking access to this information are requested to give the deployment action.

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.



**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Retained for 6 years and then destroyed.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004469

**Bank Number:** PSHRMAC PCE 717

#### **Assistant Deputy Minister Resourcing – Open Competition**

**Description:** This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Public servants and non public servants.

**Purpose:** This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provided information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Retained for 6 years and then destroyed.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004390

**Bank Number:** PSHRMAC PCE 718

#### **Assistant Deputy Minister Resourcing – Without Competition**

**Description:** This bank may contain security clearance ratings, language examination results, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without

competition number).

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Retained for 6 years and then destroyed.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004470

**Bank Number:** PSHRMAC PCE 719

#### **Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants**

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes.

**Class of Individuals:** Members of the Executive Category and EX equivalents who have applied to the PQP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC).

**Consistent Uses:** The bank is used to record and provide information to COSO, the PSC and PSHRMAC regarding acceptance to the program.

**Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes

for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004020

**Bank Number:** PSHRMAC PCE 712

#### **Assistant Deputy Minister (ADM)**

##### **Prequalification Process (PQP): Inventory of Participants**

**Description:** This bank may contain: Personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; and program office notes.

**Class of Individuals:** Members of the Executive Category and EX equivalents who have been selected in the ADM PQP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

**Consistent Uses:** The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates.

**Retention and Disposal Standards:** All records are retained in hard copy until ten (10) years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004021

**Bank Number:** PSHRMAC PCE 713

##### **Assistant Deputy Minister and Successful PQP Personal Files**

**Description:** This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants.

**Class of Individuals:** Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister

level as well as persons seeking participation and participating on Interchange Canada or International Assignments.

**Purpose:** The purpose is to support the collective management system.

**Consistent Uses:** The bank is used to support the career of ADM's.

**Retention and Disposal Standards:** Retained for 10 years and then transferred to Library and Archives Canada.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 015

**TBS Registration:** 004387

**Bank Number:** PSHRMAC PCE 714

##### **Career assignment program (CAP): Inventory of Candidates and Participants**

**Description:** This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates. This bank may also include information retained for a previous program: Special Development Program.

**Class of Individuals:** Non-public servants and public servants who have competed in a competitive process and/or have participated in CAP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP.

**Consistent Uses:** This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counseling purposes.

**Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 001705

**Bank Number:** PSHRMAC PCE 720



### **Classification Grievances Tracking System**

**Description:** This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and a summary of the deliberations. The system is linked with the Position and Classification Information System (PCIS).

**Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance.

**Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated.

**Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to Library and Archives Canada for permanent retention.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRMM 415

**TBS Registration:** 001134

**Bank Number:** PSHRMAC PCE 723

### **Classification Standards Review System**

**Description:** This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

**Class of Individuals:** Individuals occupying positions within the occupational groups under review.

**Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board.

**Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department.

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be determined

**Related PR#:** PSHRMAC HRMM 415

**TBS Registration:** 005049

**Bank Number:** PSHRMAC PCE 724

### **Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))**

**Description:** This bank may contain information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Public Service Human Resources Management Agency of Canada, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System. The bank



contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Self-identification information is collected under the authorities and obligations described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the primary source of data for the Public Service Human Resources Management Agency of Canada users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Extra Duty Reporting System, Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by

the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Fiscal year master files are transferred yearly to Library and Archives Canada. Textual and Electronic Records: Retained for 10 years and then destroyed.

**RDA Number:** 93/031 and 94/004

**Related PR#:** PSHRMAC HRPAD 130 and 320

**TBS Registration:** 003560

**Bank Number:** PSHRMAC PCE 739

### **Entitlements and Deductions System**

**Description:** This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special



studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Retained for 25 years and then destroyed. Textual and Electronic Records: Retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 130

**TBS Registration:** 002321

**Bank Number:** PSHRMAC PCE 741

#### **EX-04 To EX-05 Promotion Process**

**Description:** This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Retained for 10 years and then transferred to Library and Archives Canada.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004388

**Bank Number:** PSHRMAC PCE 742

#### **Exclusion System (EXCL)**

**Description:** This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions.

**Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in

compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

**RDA Number:** 94/011

**Related PR#:** PSHRMAC HRMM 426

**TBS Registration:** 005051

**Bank Number:** PSHRMAC PCE 743

### **Executive Group Classification Information System**

**Description:** This bank contains classification information on individual Executive Group positions in the Public Service.

**Class of Individuals:** All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process.

**Consistent Uses:** Also used for research and statistical purposes.

**Retention and Disposal Standards:** Computer-Based Data: Transferred yearly to Library and Archives Canada. Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC TLN 400

**TBS Registration:** 005053

**Bank Number:** PSHRMAC PCE 745

### **Extra Duty Reporting System**

**Description:** This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel

information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on Negotiations are retained for 10 years and transferred to Library and Archives Canada.

**RDA Number:** 94/011

**Related PR#:** PSHRMAC HRPAD 918

**TBS Registration:** 005054

**Bank Number:** PSHRMAC PCE 747

### **Incentive Awards**

**Description:** The bank may contain information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations.

**Class of Individuals:** All employees of the public



service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy.

**Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

**Retention and Disposal Standards:** Textual and Electronic records: Retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 330

**TBS Registration:** 005056

**Bank Number:** PSHRMAC PCE 752

### **Incumbent System**

**Description:** This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official

languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Transferred to Library and Archives Canada on a yearly. Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

**RDA Number:** 93/031 and 94/011

**Related PR#:** PSHRMAC HRPAD 130

**TBS Registration:** 002316

**Bank Number:** PSHRMAC PCE 753

### **Indicators of Workplace Well-being: Employee Survey- Joint Pilot Project between PSHRMAC and TBS**

**Description:** The personal information that will be captured will be based on anonymous employee responses to an online survey about their satisfaction in their workplace, including answers to open-ended questions as well as multiple choice questions. The personal information would be about their first official language, gender, years of service, classification, type of work and organizational unit. The survey also contains 4 open-ended questions where respondents have

the opportunity to provide input directly in a text box. Although personal information is not requested for that or for any other question, respondents could inadvertently provide personal information via this text box. Reports will be produced based on aggregate information rather than personal information.

**Class of Individuals:** Public servants within two organizations: PSHRMAC and TBS.

**Purpose:** The personal information collected will serve to analyse the aggregate results based on a few demographic features, for example, are there statistical differences between the key drivers of employee engagement & workplace well-being based on gender, first official language, years of service at TBS and PSHRMAC. This information will allow management to determine if their follow-up strategies should consider these demographic differences in improving workplace well-being issues or not. This survey relates to several government programs/activities: workplace well-being, values and ethics, leadership development and HR modernization.

**Consistent Uses:** The information will assist PSHRMAC to implement the HR Modernization Agenda and its results-oriented Human Resources (HR) strategy by providing important research insights into the “drivers” of workplace wellbeing in the public sector. It will be used by PSHRMAC and TBS for statistical purposes and the development of plans to improve the workplace and foster better leadership.

**Retention and Disposal Standards:** A database (machine-readable format) of the results of the questionnaire will be retained for two (2) years after the survey is completed and then destroyed. Hardcopy of the aggregate reports of the survey is retained for five (5) years.

**RDA Number:** To be determined

**Related PR#:** PSHRMAC OPSVE 510

**TBS Registration:**

**Bank Number:** PSHRMAC PCE 754

#### **Interchange Canada: Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form.

**Class of Individuals:** Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or

have completed an assignment.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada.

**Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system.

**Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 030

**TBS Registration:** 001952

**Bank Number:** PSHRMAC PCE 755

#### **Language Training Module (LTM)**

**Description:** The LTM was a central bank eliminated in 1996 containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) TBS PCF 703 and the LTM of the Treasury Board Secretariat.

**Class of Individuals:** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** The purpose of this bank is to provide accurate, timely and reliable information to support



the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants.

**Consistent Uses:** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: The general file is retained for 10 years and transferred to Library and Archives Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated.

**RDA Number:** 94/004

**Related PR#:** PSHRMAC OLB 047

**TBS Registration:** 005057

**Bank Number:** PSHRMAC PCE 759

### Leave Reporting System

**Description:** This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation

analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be provided to for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 918

**TBS Registration:** 005058

**Bank Number:** PSHRMAC PCE 764

### Leave Without Pay System

**Description:** This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates.

**Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service

Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data Destroyed after the operational needs have expired. Textual and Electronic Records: Retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 918

**TBS Registration:** 005059

**Bank Number:** PSHRMAC PCE 765

#### **Mobility File**

**Description:** This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates.

**Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and



recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Transferred yearly to Library and Archives Canada Textual and Electronic Records: Retained for 10 years and transferred to Library and Archives Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 918

**TBS Registration:** 005060

**Bank Number:** PSHRMAC PCE 769

### **Official Languages Information System (OLIS II)**

**Description:** OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis.

**Class of Individuals:** All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months.

**Purpose:** Pursuant to the 1988 Official Languages Act, an annual report must be submitted to Parliament on the status of the Official Languages Program.

**Consistent Uses:** The information is used for statistical purposes to monitor that segment of the Official Languages Program that pertains to language obligations.

**Retention and Disposal Standards:** Computer-Based Data: Transferred yearly to Library and Archives Canada Textual and Electronic Records To be determined.

**RDA Number:** 94/004

**Related PR#:** PSHRMAC OLB 047

**TBS Registration:** 005061

**Bank Number:** PSHRMAC PCE 775

### **Point of Contact (Assignment Service)**

**Description:** This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results.

**Class of Individuals:** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment.

**Purpose:** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments.

**Consistent Uses:** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** N/A

**Related PR#:** PSHRMAC DCG 005

**TBS Registration:** 002870

**Bank Number:** PSHRMAC PCE 782

### **Position Classification Information System (PCIS)**

**Description:** This bank contains individual federal employee data relating to position classification matters and may include position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS).

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers

described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is a prime source of position data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required.

**Consistent Uses:** Information may be provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to Library and Archives Canada. The data for OLIS and for the "Position Information Collection System (PICS)" was transferred to Library and Archives Canada until 1995 when it was replaced by PCIS. Textual and Electronic Records: there are no textual or electronic records for the new PCIS. The textual records for the defunct PICS are retained for 10

years and transferred to Library and Archives Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRPAD 921

**TBS Registration:** 002318

**Bank Number:** PSHRMAC PCE 784

### **Workforce Adjustment Monitoring (WFAM) System**

**Description:** This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PWGSC), the Priority Administration System (PSC) and the Incumbent System (PSHRMAC).

**Class of Individuals:** All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10), or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus period.

**Purpose:** This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy.

**Consistent Uses:** The WFAM system has been developed for the related policy groups in the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments.

**Retention and Disposal Standards:** Computer-Based Data: Destroyed after the operational needs have expired. Textual and Electronic Records: Retention to be determined.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRMM 426

**TBS Registration:** 005065

**Bank Number:** PSHRMAC PCE 804

## **Particular Personal Information Banks**

### **Awards of Excellence**

**Description:** The bank includes information on Public Service Human Resources Management



Agency of Canada and Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data.

**Class of Individuals:** All employees of the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan.

**Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.

**Retention and Disposal Standards:** The general file is retained for 10 years and transferred to Library and Archives Canada. The remaining are retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC TLN 918

**TBS Registration:** 005066

**Bank Number:** PSHRMAC PPE 802

### **Federal Public Service Job Accommodation Network for Employees with Disabilities**

**Description:** Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information.

**Class of Individuals:** Federal Public Servants with disabilities, managers, supervisors, EE Coordinators.

**Purpose:** Information on the assistance given to or required by employees with disabilities in the federal public service.

**Consistent Uses:** Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this

purpose.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be determined.

**Related PR#:** PSHRMAC HRPAD 320

**TBS Registration:** 005081

**Bank Number:** PSHRMAC PPE 810

### **Harassment Complaints**

**Description:** This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

**Class of Individuals:** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints.

**Purpose:** The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

**Consistent Uses:** Consistent Uses are to provide specific and general documentation for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and transferred to Library and Archives Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC OPSVE 926

**TBS Registration:** 003582

**Bank Number:** PSHRMAC PPE 804

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Value and Ethics Code for the Public Service

## Public Service Integrity Office

### Chapter 128

Information on the employees of the Public Service Integrity Office is held by the Treasury Board of Canada Secretariat.

## Public Service Labour Relations Board

### Chapter 129

### Central Personal Information Banks

#### Applications for Extension of Time

**Description:** This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.

**Consistent Uses:** To support decisions made by the Board concerning applications for extension of time.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 110

**TBS Registration:** 000776

**Bank Number:** RLT PCE 710

#### Complaints - Canada Labour Code - Part II

**Description:** This bank contains complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code.

**Class of Individuals:** Individuals employed in the federal public service.

**Purpose:** The purpose of this bank is to record the determination of the Board on the complaints of employees.

**Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for having exercised any right under Part II of the Canada Labour Code.

**Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 560

**TBS Registration:** 001881

**Bank Number:** RLT PCE 727

#### Complaints of Unfair Labour Practices

**Description:** This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the



federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board.

**Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act, R.S.C. 1985, c. P-35 or the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C. 1985, c. P-35, a breach of the duty of fair representation.

**Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices.

**Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 060

**TBS Registration:** 000774

**Bank Number:** RLT PCE 729

### **Complaint/Grievance Mediation**

**Description:** This bank contains requests for mediation services, replies to requests, notice of meetings and status reports.

**Class of Individuals:** Individuals employed in the federal public service and parliamentary employees.

**Purpose:** The purpose of this bank is to record the administrative steps of the mediation process.

**Consistent Uses:** This bank is used to record and provide information on requests.

**Retention and Disposal Standards:** Records are retained for 4 years and then destroyed.

**RDA Number:** TBD

**Related PR#:** RLT ROP 579

**TBS Registration:** 005254

**Bank Number:** RLT PCE 726

### **Consent to Prosecute**

**Description:** This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of

hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act, R.S.C. 1985, c. P-35.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act, R.S.C. 1985, c. P-35 or the Parliamentary Employment and Staff Relations Act.

**Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 105

**TBS Registration:** 000778

**Bank Number:** RLT PCE 731

### **Decisions of Safety Officers**

**Description:** This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger.

**Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board.

**Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision.

**Consistent Uses:** Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Human Resources and Skills Development Canada is now responsible for this section of the Act. The information was to support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed.

**Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three

years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 145

**TBS Registration:** 001880

**Bank Number:** RLT PCE 734

### **Determination of Designated Positions**

**Description:** This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees.

**Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public.

**Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C. 1985, c. P-35, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public.

**Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service positions as being «designated» positions.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 080

**TBS Registration:** 000779

**Bank Number:** RLT PCE 737

### **Objections to Managerial and Confidential Exclusions**

**Description:** This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament.

**Purpose:** The purpose of this bank is to record, for determination by the Board, objections by

bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C. 1985, c. P-35, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

**Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units.

**Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 075

**TBS Registration:** 000773

**Bank Number:** RLT PCE 771

### **References of Grievances to Adjudication**

**Description:** This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board.

**Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, R.S.C. 1985, c. P-35, termination of employment on grounds other than discipline.

**Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022



**Related PR#:** RLT ROP 065

**TBS Registration:** 000772

**Bank Number:** RLT PCE 791

### **Requests for Review of Decisions**

**Description:** This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act, R.S.C. 1985, c. P-35 or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it.

**Consistent Uses:** To support decisions made by the Board concerning requests to review decisions.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 525

**TBS Registration:** 000777

**Bank Number:** RLT PCE 793

### **Revocation of Certification of Bargaining Agents**

**Description:** This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act, R.S.C. 1985, c. P-35 or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit.

**Consistent Uses:** To support decisions of the

Board concerning applications for revocation of certification of bargaining agents.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** RLT ROP 550

**TBS Registration:** 000775

**Bank Number:** RLT PCE 794

## **Particular Personal Information Banks**

### **Appointment of Arbitrators and Adjudicators**

**Description:** This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board.

**Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council.

**Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators.

**Consistent Uses:** This bank is used to record and provide information on appointees.

**Retention and Disposal Standards:** Records are retained for 25 years after the termination of employment and then destroyed.

**RDA Number:** 98/005

**Related PR#:** RLT ROP 510

**TBS Registration:** 002186

**Bank Number:** RLT PPE 802

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)  
Recognition Policy

Staffing  
Training and Development  
Value and Ethics Code for the Public Service

## Public Works Government Services Canada

### Chapter 130

## Central Personal Information Banks

### Crown Housing Records

**Description:** This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing.

**Class of Individuals:** Federal employees.

**Purpose:** Information in this bank is used for the administration of federal living accommodation.

**Consistent Uses:** PWGSC share the information in these records with Natural Resources Canada as described in their chapter PIB NRCAN PPE 802.

**Retention and Disposal Standards:** This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records and then destroyed.

**RDA Number:** 79/008

**Related PR#:** PWGSC RPB 040

**TBS Registration:** 000713

**Bank Number:** PWGSC PCE 701

### Insurance Application Cards

**Description:** This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance.

**Class of Individuals:** All employees of the federal government and pensioners who are members of the various plans.

**Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records.

**Consistent Uses:** No Consistent Uses has been identified at this time.

**Retention and Disposal Standards:** Records are destroyed two years after death of employee.

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 080

**TBS Registration:** 001375

**Bank Number:** PWGSC PCE 703

### Public Service Pay Systems

**Description:** This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification (PRI) number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act.

**Consistent Uses:** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. The PRI is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pay Web Applications. This mapping is maintained by the Information Technology Branch of Public Works and Government Services Canada (PWGSC), representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pay Web Applications. The PRI is stored in the mapping database in an encrypted format which can only be decrypted by the applications. The PRI, date of birth and amount of total deductions from a latest



pay, (along with the Superannuation Number), are also used for authentication purposes when enrolling into the web applications.

**Retention and Disposal Standards:** Records for employees are destroyed when the employee has reached 80 years of age or one year after the employee's death.

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 090

**TBS Registration:** 002596

**Bank Number:** PWGSC PCE 705

### Public Service Pensions Data Bank

**Description:** This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors.

**Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts.

**Purpose:** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes.

**Consistent Uses:** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning,

implementing and evaluating government personnel policies relating to pensions and superannuation. The Superannuation Number (SN) is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pension Web Applications. This mapping is maintained by the Information Technology Branch of PWGSC, representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pension Web Applications. The SN is stored in the mapping database in encrypted format which can only be decrypted by the applications. The SN (along with the PRI, date of birth and deductions from latest pay) is also used for authentication purposes when enrolling into the web applications.

**Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year.

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 075

**TBS Registration:** 001374

**Bank Number:** PWGSC PCE 702

## Particular Personal Information Banks

### Appointments – Crown Corporations

**Description:** This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio.

**Class of Individuals:** Members of the Board of Directors of Crown Corporations.

**Purpose:** Information is used by the Minister and the Deputy Minister to appoint Board Members.

**Consistent Uses:** This information is mostly used by the Minister and the Deputy Minister to appoint Board Members.

**Retention and Disposal Standards:** Information will be retained up to two years after the departure of the Board Member and then submitted to Library and Archives Canada.

**RDA Number:** 96/021 – 96/022

**Related PR#:** PWGSC CPI 280

**TBS Registration:** 004014

**Bank Number:** PWGSC PPE 825

### Competency Profile Assessment

**Description:** This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the

appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee.

**Class of Individuals:** Employees working for the Departments.

**Purpose:** The purpose of this bank is to maintain and identify information training needs of each employee and the supervisor regarding the training and development activities, in terms of training priorities, allocation of training time and costs.

**Consistent Uses:** No Consistent Uses has been identified at this time.

**Retention and Disposal Standards:** Records are retained for two years from the last administrative activity and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PWGSC HRB 305

**TBS Registration:** 004243

**Bank Number:** PWGSC PPE 835

#### **Employee Takeover Initiative**

This bank was transferred to Transport Canada.

#### **Informal Conflict Resolution for UCS Issues**

**Description:** This personal information bank contains information on employees who filed requests for informal conflict resolution related to the implementation of the Universal Classification Standard (UCS). The information is collected from forms completed by the employees which contain the name of the employee, his/her personal record identifier, any special needs, the details of the employee's position as well as the reasons which led the employee to file a request for informal conflict resolution. Information is also collected from an Informal Conflict Resolution Report which provides information on the methods and results of the Informal Conflict Resolution process for each individual request.

**Class of Individuals:** Employees working for the Department of Public Works and Government Services Canada.

**Purpose:** To record information on requests for informal conflict resolution related to the implementation of the Universal Classification Standard, resources used to resolve each conflict and the result of the process in each case.

**Consistent Uses:** No Consistent Uses has been identified at this time.

**Retention and Disposal Standards:** Records are retained for three years following the date of resolution or date of decision, then destroyed.

**RDA Number:** 98/005

**Related PR#:** PWGSC HRB 305

**TBS Registration:** 005071

**Bank Number:** PWGSC PPE 840

#### **Intranet Services**

**Description:** This bank may contain the names, e-mail addresses, telephone/facsimile numbers and Internet provider addresses of federal employees who have submitted solicited or unsolicited information to Public Works Government Services Canada Intranet site. The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions.

**Class of Individuals:** Public Works Government Services Canada employees who submit solicited or unsolicited information via the Department's Intranet site.

**Purpose:** The information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to Public Works Government Services Canada personnel in order to provide a response to the inquiry, and for the purposes of improving services to our Web site clientele.

**Consistent Uses:** The information will be used by various members of the Department who are responsible for maintaining pages on the Public Works Government Services Canada Intranet web site.

**Retention and Disposal Standards:** To be established.

**RDA Number:** To be established.

**Related PR#:** PWGSC GIS 440

**TBS Registration:** 005367

**Bank Number:** PWGSC PPE 830

#### **Parking**

**Description:** Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record Identifier (PRI) number, car, make and model and license plate number.

**Class of Individuals:** Federal employees.

**Purpose:** The information is gathered from employees wishing to apply for PWGSC parking.

**Consistent Uses:** Information is required to commence, end or amend parking payroll deductions.

**Retention and Disposal Standards:** Retained for three years following the employee canceling or relinquishing parking privileges and then destroyed.

**RDA Number:** 79/008



**Related PR#:** PWGSC RPB 065

**TBS Registration:** 003745

**Bank Number:** PWGSC PPE 810

### **Special Audit Investigation Records**

**Description:** Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.

**Class of Individuals:** Employees being investigated.

**Purpose:** This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.

**Consistent Uses:** Information in this bank may be shared with the RCMP.

**Retention and Disposal Standards:** Information is maintained for six years and then submitted to Library and Archives Canada.

**RDA Number:** 96/021.

**Related PR#:** PWGSC AEB 265

**TBS Registration:** 000714

**Bank Number:** PWGSC PPE 815

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisal

Personal Security Screening (Reliability Checks / Security Clearances)

Recognition Policy Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

## **Quebec Port Authority**

Chapter 131

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

# Royal Canadian Mint

## Chapter 132

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM.

**Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism and produce various reports.

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 002266

**Bank Number:** RCM PPE 805

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest.

**Class of Individuals:** This information relates to Mint employees.

**Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint.

**Consistent Uses:** To record apparent and potential conflicts of interest and post-employment

concerns and to resolve any conflicts.

**Retention and Disposal Standards:** Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 003360

**Bank Number:** RCM PPE 802

#### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions.

**Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

**Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 926

**TBS Registration:** 002269

**Bank Number:** RCM PPE 808

#### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems.



Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority.

**Class of Individuals:** The information relates to employees of the RCM.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority.

**Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 921

**TBS Registration:** 003361

**Bank Number:** RCM PPE 803

## Grievances

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure.

**Retention and Disposal Standards:** Two years following date of resolution the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 926

**TBS Registration:** 002268

**Bank Number:** RCM PPE 807

## Labour Time Reporting (capturing) - Computerized Employee Master File

**Description:** Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information.

**Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the payroll system and to maintain permanent employee data.

**Retention and Disposal Standards:** The information is destroyed after six years.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 003362

**Bank Number:** RCM PPE 801

## Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees.

**Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs.

**Retention and Disposal Standards:** Two years

after last documentation the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 923

**TBS Registration:** 002267

**Bank Number:** RCM PPE 806

### **Performance Reviews and Employee Appraisals**

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations.

**Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment.

**Retention and Disposal Standards:** This information forms part of a person's personnel records which is sent to National Archives of Canada two years after an employee has left the employ of the Mint.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 921

**TBS Registration:** 002270

**Bank Number:** RCM PPE 809

### **Staffing**

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence

concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

**Class of Individuals:** Employees of the RCM and job applicants who are members of the general public.

**Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint.

**Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 919 and 920

**TBS Registration:** 002265

**Bank Number:** RCM PPE 804

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development



# Royal Canadian Mounted Police

## Chapter 133

### Particular Personal Information Banks

#### Auxiliary Police

**Description:** This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security / reliability clearance certificates information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served as auxiliary police.

**Purpose:** Compiled in the employment process of applicants for auxiliary police.

**Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained for seven years from termination of employment, or two years from the date of the last correspondence, whichever is longer. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001021

**Bank Number:** CMP PPE 809

#### Employment Equity Program

**Description:** This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only.

**Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP.

**Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP

Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records are retained for a minimum of three calendar years after the date of last correspondence.

**RDA Number:** 98/005

**Related PR#:** CMP ADM 002

**TBS Registration:** 002103

**Bank Number:** CMP PPE 818

### **Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities**

**Description:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal

Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs.

**Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities.

**Purpose:** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes.

**Consistent Uses:** Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (RDHSP) to assess members' suitability to perform various duties, including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave



benefits; eligibility for insurance coverage; determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the RDHSP or the NHSPC exceptional circumstances exist or where the safety of the public or coworkers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP HRMIS, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 922

**TBS Registration:** 001020

**Bank Number:** CMP PPE 808

### **Personnel Files on Municipal Employees Serving the RCMP**

**Description:** The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service with the RCMP, i.e.: personal history forms for employment, security/reliability clearance certificates, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must

provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees.

**Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records.

**Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained by the unit being served during employment and are returned to the municipality two years after termination of service.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001023

**Bank Number:** CMP PPE 811

### **Temporary Civilian Employees**

**Description:** This bank contains personal information on individuals who are currently or who have served with the RCMP as temporary civilian employees. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security/reliability clearance certificates, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material

desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served as temporary civilian employees.

**Purpose:** Compiled in the employment process of applicants for temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records.

**Consistent Uses:** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the Library and Archives Canada, Federal Records Centre, Manitoba Region for retention until the subject of the file reaches the age of 80 years or two years after the individual's death.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001022

**Bank Number:** CMP PPE 810

#### **RCMP General Administrative Records**

**Description:** This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service firearm registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature

of benefit or privilege involved. Serving members must indicate the location of the material they wish to access.

**Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services.

**Purpose:** This information is used for the internal administration of the RCMP.

**Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay and Allowance Records (CMP PPE 806), clothing and kit System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 98/001

**Related PR#:** CMP CMP 918

**TBS Registration:** 001019

**Bank Number:** CMP PPE 807

#### **RCMP Member Conflict of Interest and Post Employment Code Records**

**Description:** The bank contain 1) documents indicating that a member has requested permission to seek a secondary employment and/or participate in an outside activity. On the application form for secondary employment/outside activity the member must provide their full name and information related to the secondary employment/outside activity applied for; 2) confidential reports of assets/liabilities submitted by a member and include their full name and a description of assets/liabilities subject to the apparent or potential conflict. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's



official duties and responsibilities.

**Class of Individuals:** All members of the RCMP.

**Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest.

**Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records, CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Records held in division are destroyed when the member is transferred out of the division. Records held at National Headquarters are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CMP ADM 002

**TBS Registration:** 002102

**Bank Number:** CMP PPE 815

### **RCMP Member Discipline Records**

**Description:** This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline files can contain the following: service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken; cautionings, warnings, service court and adjudication board proceedings, formal and

informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct; compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Performance Review and Appraisal Records or CMP PPE 802 RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct.

**Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions.

**Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants' Cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP

Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); and CMP PPE 818 (Employment Equity Program); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 926

**TBS Registration:** 001017

**Bank Number:** CMP PPE 805

### **RCMP Member Grievance Records**

**Description:** This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP.

**Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part.

**Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070

(Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 926

**TBS Registration:** 001016

**Bank Number:** CMP PPE 804

### **RCMP Member Performance Review and Appraisal Records (Member Personnel Records)**

**Description:** Information in this bank provides an overview of the member's work performance. The file contains such material as personal interview reports and appraisal reports, guidance and advice, commendations, awards, notification of shortcomings and related documents, copies of training applications, examination results and records of payment when identified in PERR. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements



indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

**Purpose:** The bank is used to make decisions on training, transfer, promotion, demotion, employee assistance, postings and termination of employee.

**Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 (Applicants'/cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings) Records ; CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001013

**Bank Number:** CMP PPE 801

#### **RCMP Member Service Records**

**Description:** Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, basic recruit training results (LAN computer system), training

assessments, recommendations for promotion and transfer, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, outstanding debts, compassionate transfers, language results, linguistic profiles, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

**Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program.

**Consistent Uses:** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post

Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001014

**Bank Number:** CMP PPE 802

### **RCMP Member Promotion Board Proceedings Records**

**Description:** This bank contains career resumes, performance indicators, recommendations of Selection Committee or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Development Process Interview Board must be provided. Individuals wishing to access only specific information should identify the material

desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank".

**Class of Individuals:** Information in this category is maintained on all constables, noncommissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for promotional transfers by the Selection Committee or who have appeared before Officer Candidate Development Process Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate.

**Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions.

**Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants'/ Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.



**RDA Number:** 2000/30

**Related PR#:** CMP CMP 920

**TBS Registration:** 001015

**Bank Number:** CMP PPE 803

### **RCMP Member's Pay and Allowance Records**

**Description:** Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The records may also include orders for garnishment, attachment, and diversion of funds. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS).

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees.

**Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. Information from this bank is provided to the contracted company for the purpose of pension and insurance administration. This information is afforded the necessary protection as required by the RCMP and is included in the terms of the contract.

**Consistent Uses:** This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Performance Review and Appraisal Records (CMP PPE 801); RCMP Member Service

Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 98/005

**Related PR#:** CMP CMP 925

**TBS Registration:** 001018

**Bank Number:** CMP PPE 806

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Value and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

# Royal Canadian Mounted Police External Review Committee

## Chapter 134

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Training and Development

# Saguenay Port Authority

## Chapter 135

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

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Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

# Sahtu Land & Water Board

## Chapter 136

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Pay and Benefits

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Personnel Security Screening (Reliability Screening / Security Clearance)

Staffing

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Values and Ethics Code for the Public Service



## Sahtu Land Use Planning Board

### Chapter 137

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

## Saint John Port Authority

### Chapter 138

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of the Standard Banks and a description of their content.

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Value and Ethics Code for the Public Service

## Seaway International Bridge Corporation, Ltd.

### Chapter 139

#### Particular Personal Information Banks

##### Bridge Passes

**Description:** This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage.

**Class of Individuals:** Employees & bridge users.

**Purpose:** The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued.

**Consistent Uses:** May be used for referential and legal purposes.

**Retention and Disposal Standards:** Five years after cancellation or non-renewal and then retained indefinitely.

**RDA Number:** 85/001

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 000641

**Bank Number:** SIBC PPE 801

##### Sun-Life Insurance Reports

**Description:** This bank contains individual Seaway employee data related to insurance coverage matters.

**Class of Individuals:** Employees of the institution.

**Purpose:** Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances.

**Consistent Uses:** To establish the monthly premiums of the life, major medical and long term disability insurances.

**Retention and Disposal Standards:** Two years and then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002830

**Bank Number:** SIBC PPE 806

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and

actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 000663

**Bank Number:** SIBC PPE 802

#### Incentive Awards

**Description:** This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards.

**Class of Individuals:** Employees of the institution.

**Purpose:** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service).

**Consistent Uses:** To identify individuals for awards.

**Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for 7 years then destroyed; and precedent setting files for 15 years then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002828

**Bank Number:** SIBC PPE 804

#### Pension Plan Records

**Description:** The bank contains individual data pertaining to the Pension Plan.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction.

**Consistent Uses:** The Department of Supply and

Services, Superannuation Branch, insures that total deductions balance with total remittance.

**Retention and Disposal Standards:** 2 years after the outcome, then sent to NAC.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002831

**Bank Number:** SIBC PPE 807

#### Taxation Records

**Description:** The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes.

**Class of Individuals:** Active and retired employees of the institution.

**Purpose:** The purpose is to comply with Revenue Canada requirements.

**Consistent Uses:** To determine individual Income and Taxes.

**Retention and Disposal Standards:** 7 years and then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002832

**Bank Number:** SIBC PPE 808

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Security Intelligence Review Committee

Chapter 140

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Personnel Security Screening (Reliability screening/Security Clearance)

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# Sept-Îles Port Authority

Chapter 141

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Pay and Benefits

Performance Reviews and Employee Appraisals

# Social Development Canada

Chapter 142

## Central Personal Information Banks

### Pilot Project in Disability Management

**Description:** Information contained in this bank includes information obtained from employees of Correctional Services Canada, Social Development Canada, Human Resources and Skills Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and

other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual.

**Class of Individuals:** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration.

**Purpose:** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness.

**Consistent Uses:** Information contained in this bank will be used to evaluate the effectiveness of

Disability Management and the Pilot Project.

**Retention and Disposal Standards:** Information will be retained for no less than two years after the last activity relating to the employee's return to work.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 045

**TBS Registration:** 003410

**Bank Number:** SDC PCE 781

## Particular Personal Information Banks

### Career Planning and Review Inventory

**Description:** This bank may include the following documents: two or more of the most recent evaluations, career planning information and data, and a resumé or biographical summary.

**Class of Individuals:** Employees in SDC and HRSDC.

**Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Review Committees involved in performance assessment and career planning as well as for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank through the Portfolio Manager, Human Resources Director or Human Resources Management Advisor and/or the responsible administrative unit.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis/forecasting.

**Retention and Disposal Standards:** The retention period is retained for five years.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 025, SDC HRS 040

**TBS Registration:** 005814

**Bank Number:** SDC PPE 802

### Human Resources Planning Information Program (HRPIP)

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on SDC positions, employees, staffing action/ adjustments, and Training and Development. Position information

collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed).

**Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time.

**Purpose:** To assist managers in the preparation of their Human Resources Plans.

**Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by SDC's new Human Resources Employee Identification Number System.

**Retention and Disposal Standards:** The information is retained for a minimum of two years following last action.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 025, SDC HRS 040

**TBS Registration:** 005815

**Bank Number:** SDC PPE 812



## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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**Note:** Any pertinent information concerning PAB employee personal records should be directed to:

Staff Relations,

Human Resources Services

Social Development Canada

9th Floor, Capital Square Building,

Ottawa, Ontario K1P 5V9

## Social Sciences and Humanities Research Council of Canada

### Chapter 143

## Standard Personal Information Banks

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# Standards Council of Canada

## Chapter 145

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases.

**Class of Individuals:** Standards Council of Canada employees.

**Purpose:** Information is obtained for the administration of employee attendance and leave.

**Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment.

**Retention and Disposal Standards:** The records are destroyed two years after expiry of fiscal year.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003025

**Bank Number:** SCC PPE 802

#### Conflict of Interest and Post-Employment Code

**Description:** This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in

section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC.

**Class of Individuals:** Employees of SCC.

**Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

**Consistent Uses:** To resolve situations of potential and actual conflicts of interest.

**Retention and Disposal Standards:** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003209

**Bank Number:** SCC PPE 805

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for



the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Employees of the institution.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and

safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by Library and Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003027

**Bank Number:** SCC PPE 804

### **Reliability Checks**

**Description:** This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

**Class of Individuals:** Successful candidates who have applied for work within the institution, by way of appointment.

**Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly.

**Consistent Uses:** To support decisions on hiring and termination of employment.

**Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003026

**Bank Number:** SCC PPE 803

## Training and Development

**Description:** This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank.

**Class of Individuals:** Employees of the Institution.

**Purpose:** To provide documentation for the administration of training and development programs.

**Consistent Uses:** To approve and register the participation of employees in training and

development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 85/001

**Related PR#:** SCC AFB 903

**TBS Registration:** 003024

**Bank Number:** SCC PPE 801

## Standard Personal Information Banks

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# Statistics Canada

## Chapter 146

## Particular Personal Information Banks

### Deemed Employees

**Description:** This bank contains signed copies of contracts or memoranda of agreement, signed oaths or affirmation of secrecy, signed copies of the Acknowledgment related to the Oath of Secrecy and the Conflict of Interest and Post-Employment Code, the name of the division, the name of the individual and the date that the oath or contract was signed.

**Class of Individuals:** Persons who have had research projects approved through the Research Proposal Review Committee for research projects to be undertaken in a Research Data Centre or through a similar peer review process for research projects undertaken at headquarters or in a regional office.

**Purpose:** To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires access to sensitive statistical information.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for two years after their last administrative use and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC PRN 920

**TBS Registration:** 005102

**Bank Number:** STC PPE 810

### Federal Investigative Body Requests

**Description:** This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/ provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request.

**Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements.

**Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy



Commissioner to review such disclosures of personal information and to investigate complaints made by individuals.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Office for two years after the last administrative use and then are destroyed.

**RDA Number:** 98/001

**Related PR#:** STC DAC 615

**TBS Registration:** 001603

**Bank Number:** STC PPE 802

### **Human Resources Inventory - Corporate Assignment for Employees**

**Description:** This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy.

**Class of Individuals:** Statistics Canada employees.

**Purpose:** To establish and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics Canada or external in another federal government department.

**Consistent Uses:** Conduct searches for qualified departmental candidates for identified assignments. Information is shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved.

**Retention and Disposal Standards:** Records are kept for a period of three years and then are destroyed.

**RDA Number:** 98/005

**Related PR#:** STC PRN 921

**TBS Registration:** 005103

**Bank Number:** STC PPE 815

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## **Status of Women Canada**

Chapter 147

### **Particular Personal Information Banks**

#### **Departmental Credit Card Holder Master File**

**Description:** This bank contains information relating to employees of Status of Women Canada who are custodians of a government acquisition card (e.g. Mastercard, Visa, etc) including the following: credit card number, cardholder's name,

expiration date, credit limit.

**Class of Individuals:** Authorized employees of Status of Women Canada.

**Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

**Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards.

**Retention and Disposal Standards:** Records are retained for two years after last administrative action, then destroyed.

**RDA Number:** 99/004

**Related PR#:** SWC PRN 914

**TBS Registration:** 005274

**Bank Number:** SWC PPE 805

### Long-Term Service Awards

**Description:** This bank contains such records as name, service entry dates and award distribution.

**Class of Individuals:** Employees of Status of Women Canada.

**Purpose:** The Long-Term Service Award is the means by which Status of Women Canada acknowledges its employees' service achievements.

**Consistent Uses:** To provide commemorating gifts after the appropriate number of years of service.

**Retention and Disposal Standards:** Operational files are retained for a minimum of two years after the last administrative use then destroyed; financial files for six years, then destroyed; and precedent setting files for 15 years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 918

**TBS Registration:** 005276

**Bank Number:** SWC PPE 810

### Managerial and Confidential Exclusions

**Description:** This bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division.

**Class of Individuals:** Records in this bank apply to Status of Women Canada employees excluded from collective bargaining for managerial or confidential reasons.

**Purpose:** The purpose of this bank is to record data on employees excluded from collective bargaining.

**Consistent Uses:** Used for compensation purposes and also in the event of strike actions.

**Retention and Disposal Standards:** Records are retained for five years after the information has been superseded or becomes obsolete, then destroyed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 926

**TBS Registration:** 005277

**Bank Number:** SWC PPE 815

### Salary Management System

**Description:** This bank contains personal information for each employee of Status of Women

Canada including the following: first and last name, occupational category and level, annual salary, employment anniversary date, and financial coding.

**Class of Individuals:** Employees of Status of Women Canada which includes full-time, term, part-time, casual, students, secondments in and secondments out.

**Purpose:** The Salary Management System is the department's financial record keeping system for salary management.

**Consistent Uses:** It is a forecasting tool to assist managers in administering their salary and full-time equivalent resources for the current fiscal year.

**Retention and Disposal Standards:** Records are retained for 5 years after superseded or obsolete, then disposed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 925

**TBS Registration:** 005278

**Bank Number:** SWC PPE 820

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# Telefilm Canada

## Chapter 148

### Particular Personal Information Banks

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, groups, levels, titles, salaries and bonuses; superannuation and insurance, including names of beneficiaries and certificates; termination of employment and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Employees of the

Corporation.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable and to National Health and Welfare for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime.

**RDA Number:** 98/005

**Related PR#:** TFC PRN 921

**TBS Registration:** 000308.

**Bank Number:** TFC PPE 801

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# Thunder Bay Port Authority

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# Toronto Port Authority

## Chapter 150

### Particular Personal Information Banks

#### Airport Airside Restricted Area Pass (ARAP)

**Description:** This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes pass applications.

**Consistent Uses:** The information in this bank would be used in the event of a breach of security.

**Retention and Disposal Standards:** Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

**Related PR#:** TPA AIR 005

**RDA Number:** 99/009

**TBS Registration:** 004370

**Bank Number:** TPA PPU 015

#### Airport Airside Vehicle Operators Permit (AVOP)

**Description:** This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP.

**Class of Individuals:** TCCA employees and airport tenants.

**Purpose:** This bank processes AVOP applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.

**Retention and Disposal Standards:** Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**TBS Registration:** 004371

**Bank Number:** TPA PPU 020

#### Airport Employee Ferry Pass

**Description:** This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs.

**Class of Individuals:** TPA staff, airport tenants, frequent flyers.

**Purpose:** This bank processes employee ferry pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

**Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**TBS Registration:** 004372

**Bank Number:** TPA PPU 025

#### Airport Ferry Vehicle Pass

**Description:** This bank contains applications received from individuals who require a ferry



vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes ferry vehicle pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

**Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**TBS Registration:** 004373

**Bank Number:** TPA PPU 030

### Airport Parking Pass

**Description:** This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes parking pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.

**Retention and Disposal Standards:** Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009;

**Related PR#:** TPA AIR 005

**TBS Registration:** 004374

**Bank Number:** TPA PPU 035

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## Transport Canada

### Chapter 151

## Particular Personal Information Banks

### Awards Program

**Description:** The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award.

**Class of Individuals:** Employees of the Department who have been nominated for awards under the TC's Awards Program.

**Purpose:** To identify individuals who have been nominated for awards under the TC's Awards Program.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

**Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years,

and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 002306

**Bank Number:** DOT PPE 808

### **TC Directory Plus (TCD)**

**Description:** The TC Directory Plus (TCD) is an electronic directory of employees, students, consultants and agency personnel working for Transport Canada. Personal information captured in this system includes the name, business title, business address, telephone number, fax number, e-mail address, work location, PRI number (which is used to eliminate duplicate entries), generic employment status, position number, official position title (these last three fields are visible to only the individual and their manager) of the individual within the organizational structure.

**Class of individuals:** Employees, students, consultants and agency personnel working for Transport Canada.

**Purpose:** The TCD is a web-based application that is the source of data that is sent to the Government Electronic Directory Service (GEDS) on a weekly basis, both the internal and external Transport Canada Web Site on a daily basis and the Transport Canada e-mail Global Address List (GAL) immediately. The Technology and Information Management Services Directorate (TIMSD) maintains the TCD application in order to provide a single point for individuals to make sure that their contact information is correct.

**Consistent Uses:** The TCD data is forwarded to Security Screening Section in order for that section to ensure that proper security screening has been performed before the individual's information is officially entered into the TCD. For consistent use purposes, the individual's name, title, business address, telephone number, fax number, and e-mail address are disclosed to, and publicly available through, the Government Electronic Directory Service (GEDS) found on the Government of Canada's website.

**Retention and Disposal Standards:** Data is retained for two years after an individual leaves the department and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 005852

**Bank Number:** DOT PPU 826

### **Transport Integrated Personnel System (TIPS)**

**Description:** The Department maintains a personnel management information system on

positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations.

**Class of Individuals:** Transport Canada employees.

**Purpose:** The information is used as a management tool to support personnel functions such as human resources planning and employment equity; to produce management reports such as official languages, employment equity, overview of employee age/service, possible retirement projections, as well as to interface with central agencies.

**Consistent Uses:** For the purpose described above.

**Retention and Disposal Standards:** Data is maintained, archived or destroyed after two years.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 001073

**Bank Number:** DOT PPE 801

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# Transportation Safety Board of Canada

## Chapter 152

### Particular Personal Information Banks

#### Employee Profiles

**Description:** This bank which contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a periodic basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB.

**Class of Individuals:** Current indeterminate and new employees.

**Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers.

**Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory and human resource management reports. Additionally, it is used from time to time to identify candidates for in-house temporary assignments.

**Retention and Disposal Standards:** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank.

**RDA Number:** 98/005

**Related PR#:** TSB PSB 650

**TBS Registration:** 002982

**Bank Number:** TSB PPE 805

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# Treasury Board of Canada Secretariat

## Chapter 153

### Central Personal Information Banks

#### Access to Information and Privacy (ATIP) Community Awards for Excellence

**Description:** The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been

nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitae, narratives of support of meritorious contributions related to nominees duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria.

**Class of Individuals:** All past and present employees of the ATIP Community or other individuals who have been nominated for awards

under the ATIP Community Awards for Excellence initiative.

**Purpose:** The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence.

**Consistent Uses:** The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process.

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be determined

**Related PR#:** TBS GOS 001

**TBS Registration:** 005082

**Bank Number:** TBS PCE 704

#### **Adjudication – Section 92 (PSSRA) References**

**Description:** The bank contains information on grievances referred to adjudication for which a PSLRB decision has been received.

**Class of Individuals:** All federal employees (Schedules and 4,, of the Financial Administration Act who have referred their grievances to adjudication.

**Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances.

**Consistent Uses:** The information in this bank is used to provide background information for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed. Some samples were transferred to the Library and Archives Canada for permanent retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 440

**TBS Registration:** 001958

**Bank Number:** TBS PCE 705

#### **Adjudication – Section 98 and 99 (PSSRA) References**

**Description:** The bank contains information on section 99 references by the employer or bargaining agents and the PSRLB decisions.

**Class of Individuals:** This information relates to all federal employees (Schedules 1 and 4, of the Public Service Labour Relations Act) about whom references have been submitted.

**Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award.

**Consistent Uses:** It is used to provide background information for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed. Some samples were transferred to the Library and Archives Canada for permanent retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 440

**TBS Registration:** 001959

**Bank Number:** TBS PCE 706

#### **Certification**

**Description:** This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Labour Relations Act.

**Class of Individuals:** All employees of the public service (Schedules 1 and 4, of the (Financial Administration Act) governed by the collective bargaining process.

**Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedules land 4 of the Financial Administration Act, as well as a record of position exclusions. The bank includes information on the Public Service Labour Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations.

**Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 445

**TBS Registration:** 001960

**Bank Number:** TBS PCE 722

#### **Complaints by Bargaining Agents**

**Description:** The bank contains representations made by complainants and may include names of complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Labour Relations Board.

**Class of Individuals:** All federal employees (Schedule 1and 4,of the Financial Administration Act) who have submitted complaints or on whose behalf complaints have been submitted.

**Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Labour Relations Act.

**Consistent Uses:** Information in the bank is used to provide background information for research



purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives of Canada for permanent retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 470

**TBS Registration:** 001961

**Bank Number:** TBS PCE 728

### **Enlargement of Time to Present a Grievance**

**Description:** The bank contains information and Public Service Labour Relations Board decisions on employee requests for enlargement of time to present grievances. It may contain names of employees.

**Class of Individuals:** Federal employees (Schedules 1 and 4, Financial Administration Act) who are requesting an enlargement of time to present their grievances.

**Purpose:** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

**Consistent Uses:** The information in this bank is used for reference and to provide background information for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed. Some samples were transferred to the Library and Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 470

**TBS Registration:** 001744

**Bank Number:** TBS PCE 740

### **Grievances**

**Description:** The bank contains information on grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors.

**Class of Individuals:** All federal employees (Schedules 1 and 4, of the Financial Administration Act) who have referred their grievances to adjudication.

**Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary.

**Consistent Uses:** The information in the bank is also used to provide background information for research purposes.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed. Some samples were transferred to Library and Archives of Canada for

retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 470

**TBS Registration:** 005055

**Bank Number:** TBS PCE 750

### **National Joint Council Grievances**

**Description:** This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever.

**Class of Individuals:** Federal employees named in Schedules I, 4 and 5 of the Financial Administration Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Executive Committee.

**Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

**Consistent Uses:** Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

**Retention and Disposal Standards:** Retained for 10 years and then transferred to Library and Archives of Canada for permanent retention.

**RDA Number:** 94/011

**Related PR#:** TBS LRCO 015

**TBS Registration:** 002569

**Bank Number:** TBS PCE 770

### **Public Service Pension Cases**

**Description:** This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the

Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation.

**Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act.

**Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes.

**Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Retained for 75 years and then destroyed. Records deemed historical are transferred to Library and Archives of Canada after 25 years.

**RDA Number:** 93/031

**Related PR#:** TBS MPLR 380

**TBS Registration:** 005062

**Bank Number:** TBS PCE 789

### **Relocation Policy Exceptions – Individual Cases**

**Description:** This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy.

**Class of Individuals:** Any individuals whose

relocation costs are partially or completely paid by the government.

**Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations.

**Consistent Uses:** Information is used for research in policy development, and in considering other requests for relocation policy exceptions.

**Retention and Disposal Standards:** Retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** TBS LRCO 085

**TBS Registration:** 005063

**Bank Number:** TBS PCE 792

### **Special Pension Plans**

**Description:** This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors.

**Class of Individuals:** Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament.

**Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above.

**Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Retained for 75 years and then destroyed. Records deemed historical are transferred to Library and Archives of Canada after 25 years.



**RDA Number:** 93/031

**Related PR#:** TBS LRCO 380

**TBS Registration:** 005064

**Bank Number:** TBS PCE 799

### **Submissions to Treasury Board**

**Description:** This bank may contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

**Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System.

**Class of Individuals:** This information related to employees of the public service and, in pension cases, their dependants and survivors.

**Purpose:** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

**Consistent Uses:** Information used for decision making

**Retention and Disposal Standards:** Retained for 3 years and then transferred to Library and Archives Canada.

**RDA Number:** 97/028

**Related PR#:** TBS SCMA 015

**TBS Registration:** 003562

**Bank Number:** TBS PCE 802

### **Travel Policy Exception – Individual Cases**

**Description:** This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel policy exceptions.

**Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of

the travel policy.

**Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions

**Retention and Disposal Standards:** are Retained for 10 years and then destroyed.

**RDA Number:** 93/0031

**Related PR#:** TBS MPLR 085

**TBS Registration:** 002570

**Bank Number:** TSB PCE 803

## **Personal Information Banks**

### **Access Control and Identification Cards**

**Description:** This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance/PSHRMAC staff and others who occupy TBS/Finance/PSHRMAC sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence, videocassette or camera.

**Class of Individuals:** Employees of TBS/Finance/PSHRMAC and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

**Purpose:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

**Consistent Uses:** For safety and security reasons, the information is used to control access and egress to certain facilities, provide for the security of TBS/Finance/PSHRMAC employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards.

**Retention and Disposal Standards:** Records related to access and egress is collected and stored for two years and then destroyed.

Information collected during silent hours and on entry control logs is retained for two years and then destroyed. Videocassette images are retained

for up to seven days and then destroyed. All other records are retained for two years after release from the Department and then destroyed. Records, other than video images, are accessible by providing full name.

**RDA Number:** 98/001

**Related PR#:** TBS PRN 931

**TBS Registration:** 005083

**Bank Number:** TBS PPE 815

### **Complaints – Canadian Human Rights Commission**

**Description:** This bank contains complaints lodged against Treasury Board and related CHRC decisions, as well as those of a tribunal and/or court, if applicable.

**Class of Individuals:** This information relates to individuals who have filed a formal CHRC complaint against Treasury Board.

**Purpose:** The purpose of this bank is to record information necessary for dealing with potential and/or current CHRC complaints lodged against the Treasury Board.

**Consistent Uses:** Consistent uses are to provide specific and general documentation for research purposes.

**Retention and Disposal Standards:** General Human Rights complaints are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Health Care Plan (PSHCP) needs to be determined. Complaints related to the Public Service Management Insurance Plan (PSMIP) need to be determined. Complaints related to pensions are retained for 25 years and then transferred to Library and Archives Canada. Complaints related to pay for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to Library and Archives Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined.

**RDA Number:** 93/031

**Related PR#:** TBS LRCO 505

**TBS Registration:** 005050

**Bank Number:** TBS PPE 803

### **Departmental Assignments Program (DAP)**

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee

requests for assignment forms, assignment proposal forms and general correspondence.

**Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments.

**Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments.

**Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes.

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be determined

**Related PR#:** TBS PRN 920

**TBS Registration:** 005067

**Bank Number:** TBS PPE 805

### **Employee Personnel Record**

**Description:** The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and post-employment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks.

**Class of Individuals:** Employees of the institution.

**Purpose:** Information provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions,



termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** The personnel or employee file shall be retained by the employing institution for the duration of employment plus one (1) year. The institution shall then transfer it to Library and Archives Federal Records Centre (FRC). Library and Archives Canada will destroy the civilian personnel file when the individual turns eighty (80) years of age provided two years have elapsed since the last administrative action.

**RDA Number:** 98/005

**Related PR#:** TBS MPLR 390

**TBS Registration:** 004392

**Bank Number:** TBS PPE 800

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Conflict of Interest and Post-Employment Code  
 Discipline  
 Employee Assistance  
 Employee Personnel Record  
 Employment Equity  
 Grievances  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Recognition Policy  
 Reliability Checks  
 Security Clearances  
 Staffing  
 Training and Development

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## Trois-Rivières Port Authority

Chapter 154

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Employee Personnel Record  
 Occupational Safety and Health  
 Performance Reviews and Employee Appraisals

# Vancouver Port Authority

## Chapter 155

### Particular Personal Information Banks

#### Garnishment

**Description:** This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken.

**Class of Individuals:** Authority employees.

**Purpose:** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation.

**Consistent Uses:** None

**Retention and Disposal Standards:** The records are retained for five years after administrative action is completed, then destroyed.

**RDA Number:** 98/001

**Related PR#:** VPA HUR 060

**TBS Registration:** 004279

**Bank Number:** VPA PPE 801

#### Human Resources Information System (HRIS)

**Description:** Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences.

**Class of Individuals:** Authority employees.

**Purpose:** The purpose of this system is to produce reports to department heads in order to facilitate their personnel decision making.

**Consistent Uses:** None

**Retention and Disposal Standards:** Computer based data: retained for the duration of employment after which the records are reviewed for selective retention.

**RDA Number:** 98/005

**Related PR#:** VPA HUR 060

**TBS Registration:** 004280

**Bank Number:** VPA PPE 802

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

# Veterans Affairs Canada

## Chapter 156

### Central Personal Information Banks

#### Employee Medical Records at Ste. Anne's Hospital

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-

rays, and treatment and counseling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public



servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counseling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/ entitlements.

**Consistent Uses:** Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada.

**Retention and Disposal Standards:** Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to Library and Archives Canada and are preserved in accordance with the regulations governing medical documents.

**RDA Number:** To be determined.

**Related PR#:** VAC MVA 025

**TBS Registration:** 003645

**Bank Number:** VAC PCE 705

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Discipline  
Employee Assistance  
Employee Personnel Record  
Employment Equity Program  
Grievances  
Harassment  
Identification and Building-Pass Cards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Recognition Policy  
Staffing  
Training and Development  
Values and Ethics Code for the Public Service  
Vehicle, Ship, Boat and Aircraft Accidents

## Western Economic Diversification Canada

### Chapter 157

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment  
Identification and Building-Pass Cards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Recognition Policy  
Staffing

Training and Development  
Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

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# Windsor Port Authority

Chapter 158

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Employee Personnel Record

Parking  
Pay and Benefits  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Staffing  
Value and Ehtics Code for the Public Service  
Vehicle, Ship, Boat and Aircraft Accidents

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# Yukon Environmental Socio-Economic Assessment Board

Chapter 159

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.

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# Yukon Surface Rights Board

Chapter 160

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Employee Personnel Record  
Identification and Building-Pass Cards  
Pay and Benefits  
Staffing  
Training and Development















## Tribunal canadien du commerce extérieur

Chapitre 159

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aides aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction

publique

Contrôle de sécurité du personnel (vérification de

la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement  
Formation et perfectionnement  
Griets  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Tribunal des droits de surface du Nunavut

Chapitre 160

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source.

Cartes d'identification et laissez-passer	Griets
Code régissant les conflits d'intérêts et l'après mandat	Harcelement
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)	Langues officielles
Dossier personnel d'un employé	Mesures disciplinaires
Dotation	Politique de reconnaissance
Evaluation du rendement	Présences et congés
Formation et perfectionnement	Programme d'équité en matière d'emploi
Formation et perfectionnement	Rémunération et avantages
Garderie en milieu de travail	Sécurité et santé au travail
	Stationnement

## Tribunal canadien des droits de la personne

Chapitre 157

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Dotation
Aide aux employés	Evaluation du rendement
Code de valeurs et d'éthique de la fonction publique	Formation et perfectionnement
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)	Langues officielles
Dossier personnel d'un employé	Politique de reconnaissance

## Tribunal canadien des relations professionnelles artistes-producteurs

Chapitre 158

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Dotation
Cartes d'identification et laissez-passer	Evaluation du rendement
Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)	Formation et perfectionnement
Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)	Langues officielles
Rémunération et avantages	Présences et congés
	Programme d'équité en matière d'emploi
	Rémunération et avantages



## Processus informel de Résolution de conflits liés à la NGC

**Description :** Ce fichier de renseignements personnels contient des renseignements sur tout employé ayant formulé une demande de processus de résolution de conflits liés à la mise en œuvre de la Norme Générale de Classification.

Les renseignements sont recueillis à partir de formulaires remplis par les employés qui consiste du nom de l'employé, son code d'identification personnel, ses besoins spéciaux, les détails de son poste ainsi que les raisons ayant amené l'employé à demander le processus informel de résolution de conflits. Les renseignements sont aussi recueillis à partir d'un Rapport sur le processus informel de résolution de conflits, qui contient des renseignements sur les méthodes et résultats du processus relatif à chaque demande.

**Catégorie de personnes :** Les employés du Ministère des Travaux publics et Services gouvernementaux du Canada.

**But :** Consigner les renseignements sur les demandes de processus informel de résolution de conflits liés à la mise en œuvre de la Norme Générale de Classification (NGC), les ressources utilisées pour résoudre chaque conflit ainsi que les résultats obtenus dans chaque cas.

**Usages compatibles :** Actuellement, aucun usage compatible n'a été identifié.

**Normes de conservation et de destruction :** Les renseignements sont conservés pendant une période de trois ans suivant la date de résolution ou date de décision et sont ensuite détruits.

**No. ADD :** 98/005.

**Renvoi au dossier # :** TPGSC SRH 305

**Enregistrement (SCT) :** 005071

**Numéro de fichier :** TPGSC PPE 840

### Services intranet

**Description :** Cette banque de données peut contenir les noms, les adresses électroniques, les numéros de téléphone et de télécopie ainsi que les adresses de fournisseur d'accès Internet

d'employés qui ont donné de l'information sollicitée ou non au site intranet de Travaux publics et Services gouvernementaux. La banque contient des réponses à des commentaires et à des questions et toute autre information pertinente au traitement de tels commentaires et de telles questions.

**Catégorie de personnes :** Les employés de Travaux publics et Services gouvernementaux qui ont donné de l'information sollicitée ou non au site intranet de Travaux publics et Services

gouvernementaux.

**But :** Cette information est colligée afin de traiter

les commentaires et les questions reçus et des

est mise à la disposition du personnel de Travaux publics et Services gouvernementaux afin de

fournir une réponse aux demandes de renseignements et d'améliorer le service à la

clientèle de notre site Internet.

**Usages compatibles :** L'information sera utilisée par divers membres de Travaux publics et Services gouvernementaux qui sont responsables de tenir à jour les pages sur le site intranet du Ministère.

**Normes de conservation et de destruction :** À établir.

**No. ADD :** A établir.

**Renvoi au dossier # :** TPGSC DGIG 440

**Enregistrement (SCT) :** 005367

**Numéro de fichier :** TPGSC PPE 830

### Stationnement

**Description :** L'information retenue dans le fichier de renseignements personnels comprend, le nom de l'employé, son adresse, numéro de téléphone, numéro de liste de paie, code d'identification du dossier personnel (CIDP) véhicule, marque et modèle et le numéro d'immatriculation.

**Catégorie de personnes :** Les employés du gouvernement fédéral.

**But :** L'information est obtenue des employés qui font une demande de stationnement pour les espaces accordés à TPGSC.

**Usages compatibles :** Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire.

**Normes de conservation et de destruction :**

Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement et

ensuite détruit. Communiquer avec : Gérante,

opérations et support, Direction générale des services immobiliers.

**No. ADD :** 79/008

**Renvoi au dossier # :** TPGSC DSI 065

**Enregistrement (SCT) :** 003745

**Numéro de fichier :** TPGSC PPE 810

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

l'inscription dans les applications Web relatives à la paye. Ce mappage est tenu à jour par la Direction générale des services d'infotechnologie de Travaux publics et Services gouvernementaux Canada (TPSGC), qui est l'autorité de certification (AC) au nom du Secteur de la rémunération de TPSGC et qui gère les applications Web relatives à la paye. Le CIDP est entré dans la base de données de mappage sous forme de renseignements codés qui peuvent être décodés par les applications seulement. Le CIDP, la date de naissance et le total des retenues faites sur la dernière paye (ainsi que le numéro de pension de retraite) sont également utilisés à des fins d'authentification au moment de l'inscription dans les applications Web.

**Normes de conservation et de destruction :** Les documents sont détruits dès que l'employé a atteint 80 ans ou un an après le décès de ce dernier.

No. ADD: 98/005

**Renvoi au dossier # :** TPSGC DGCGBR 090

**Enregistrement (SCT) :** 002596

**Numéro de fichier :** TPSGC PCE 705

**Fichiers de renseignements personnels particuliers**

**Dossiers d'enquêtes sur les vérifications spéciales**

**Description :** Ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés/individus dont les activités ont été mises en question.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle.

**Usages compatibles :** L'information contenue dans ce fichier est quelque fois transmise à Gendarmerie royale du Canada.

**Normes de conservation et de destruction :** L'information est conservée pendant une période de six ans et après envoyée à Bibliothèque et Archives Canada.

**No. ADD :** 96/021

**Renvoi au dossier # :** TPGSC DVE 265

**Enregistrement (SCT) :** 000714

**Numéro de fichier :** TPSGC PPE 815

**Évaluation des profils de compétences**

**Description :** Dans ce fichier, les évaluations font fonction des connaissances et des habiletés (compétences organisationnelles) qui sont

valorisées par les secteurs du Ministère. On dresse une liste de ces connaissances et habiletés vis-à-vis les cours de formation et de perfectionnement appropriés et on les associe aux besoins de chaque employé à l'égard de son poste actuel et de ses aspirations professionnelles. Ces données servent ensuite à préparer les plans d'apprentissage de chaque employé.

**Catégorie de personnes :** Employés du Ministère.

**But :** Ce fichier sert à conserver et à repérer l'information sur les besoins en formation des employés afin de formuler leur plan d'apprentissage annuel.

**Usages compatibles :** Étayer les décisions prises entre l'employé et son superviseur au sujet des activités de formation et de perfectionnement, en ce qui touche les priorités de formation, l'attribution du temps de formation et les coûts de formation.

**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans suivant la dernière activité administrative et ensuite détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** TPGSC SRH 305

**Enregistrement (SCT) :** 004243

**Numéro de fichier :** TPSGC PPE 835

**Initiative de la prise en charge des services de l'État par les fonctionnaires**

Ce fichier a été transféré à Transports Canada.

**Nominations – Sociétés d'État**

**Description :** Cette banque contient les noms, titres, affectations et dates d'expiration des affectations des membres des conseils d'administration des Sociétés d'État qui font partie du portefeuille du ministre.

**Catégorie de personnes :** Membres du conseil d'administrations des Sociétés d'État.

**But :** Ces renseignements sont utilisés par le ministre et le sous-ministre à nommer des membres des conseils.

**Usages compatibles :** Cette information est principalement utilisée par le Ministère et le Sous-ministre pour nommer les membres du comité.

**Normes de conservation et de destruction :** Cette information sera retenue pour deux ans après le départ d'un membre du Conseil d'administration et après envoyée à Bibliothèque et Archives Canada.

**No. ADD :** 96/021 – 96/022

**Renvoi au dossier # :** TPSGC SOG 280

**Enregistrement (SCT) :** 004014

**Numéro de fichier :** TPSGC PPE 825



par les applications seulement. Le numéro de pension de retraite, le CIDP, la date de naissance et le total des retenues faites sur la dernière paye sont également utilisés à des fins d'authentification au moment de l'inscription dans les applications Web.

**Normes de conservation et de destruction :** Les documents sont détruits deux ans après que toutes les mesures ont été prises. Les bandes de traitement sont réutilisées un an.

**No. ADD :** 98/0005

**Renvoi au dossier # :** TFGSC DGCGBR 075

**Enregistrement (SCT) :** 001374

**Numéro de fichier :** TFGSC PCE 702

**Cartes de demande d'assurance**

**Description :** Ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes.

**But :** Ce fichier contient tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC

RCMP PPE 802.

**Usages compatibles :** Actuellement, aucun usage compatible n'a été identifié.

**Normes de conservation et de destruction :** Les documents sont détruits deux ans après le décès de l'employé.

**No. ADD :** 98/0005

**Renvoi au dossier # :** TFGSC DGCGBR 080

**Enregistrement (SCT) :** 001375

**Numéro de fichier :** TFGSC PCE 703

**Régistre des logements de la Couronne**

**Description :** Ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargées, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de

services et les autres renseignements liés à l'occupation d'un logement.

**Catégorie de personnes :** Employés de l'administration fédérale.

**But :** Ce fichier a pour but de consigner des renseignements qui servent à administrer les logements fédéraux.

**Usages compatibles :** TFGSC partage l'information de ces documents avec Ressources naturelles Canada tel que décrit dans leur Chapitre FRRP RNCAN PPE 802.

**Normes de conservation et de destruction :** L'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers puis ils seront détruits.

**No. ADD :** 79/0008

**Renvoi au dossier # :** TFGSC DSI 040

**Enregistrement (SCT) :** 000713

**Numéro de fichier :** TFGSC PCE 701

**Systèmes de traitement de la paye de la fonction publique**

**Description :** Ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personnel (CIDP) et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arret et au détournement des fonds.

**Catégorie de personnes :** Employés de la fonction publique fédérale.

**But :** Ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance emploi.

**Usages compatibles :** Ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements requis par les systèmes connexes. Le CIDP et les numéros de certificat de l'infrastructure à clés publiques sont utilisés à des fins de mappage en vue de

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)	Mesures disciplinaires
Dossier personnel d'un employé	Politique de reconnaissance
Évaluation du rendement	Présences et congés
Griefs	Programme d'équité en matière d'emploi
Harcelement	Rémunération et avantages
Langues officielles	Sécurité et santé au travail
	Stationnement

# Travaux publics et Services gouvernementaux Canada

Chapitre 156

## Fichiers de renseignements personnels centraux

### Banque de données sur les pensions de la fonction publique

**Description :** Cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : Actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants.

**Catégorie de personnes :** Les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions.

**But :** Ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu

Québec, assureurs, etc, à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Campagne de charité en milieu de travail du Gouvernement du Canada (CCMTGC), nouvelles politiques (paiements de péretiquan) ristournes d'assurance santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques.

**Usages compatibles :** L'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des prestations de pension en égard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada – NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en oeuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. Le numéro de pension de retraite et les numéros de certificat de l'infrastructure à clés publiques sont également utilisés à des fins de mappage en vue de l'inscription dans les applications Web relatives aux pensions. Ce mappage est tenu à jour par la Direction générale des services d'infotecnologie de Travaux publics et Services gouvernementaux Canada (TPSGC), qui est l'autorité de certification (AC) au nom du Secteur de la rémunération de TPSGC et qui gère les applications Web relatives aux pensions. Le numéro de pension de retraite est entré dans la base de données de mappage sous forme de renseignements codés qui peuvent être décodés



rapports de recommandations dûment remplis, concernant soit le prix au mérite, soit le prix à l'initiative.

**Catégorie de personnes :** Employés du Ministère qui ont été nommés pour des prix, dans le cadre du Programme des prix de TC.

**But :** Le fichier a pour but de donner des renseignements sur les personnes qui ont été

nommées pour des prix dans le cadre du

Programme des prix de TC.

**Usages compatibles :** Les renseignements

contenus dans ce fichier sont utilisés pour établir des précédents au sujet des prix et pour fournir une vérification à rebours concernant les

dépenses de fonds.

**Normes de conservation et de destruction :** Les

fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les

fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents

sont conservés pendant 15 ans, puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** MTC COM 010

**Enregistrement (SCT) :** 002306

**Numéro de fichier :** MTC PPE 808

**Répertoire Plus de TC (RTC)**

**Description :** Ce fichier contient de l'information

sur les personnes, les organisations ou entreprises et les employés du gouvernement qui ont soumis

des commentaires ou des questions utilisant le

formulaire de commentaires électronique sur les

sites intranet ou Internet de Transports Canada; les réponses à ces commentaires ou questions et

l'information relative à leur traitement. Le type de renseignements personnels recueillis comprend le

nom et l'adresse de courrier électronique des

personnes, que ce soit en tant que citoyens ou en tant que représentants des organisations et

entreprises ou du gouvernement, de même que

leur adresse postale lorsque des documents

imprimés sont demandés.

**Catégorie de personnes :** Le grand public, les

représentants des organisations ou entreprises et les employés du gouvernement.

**But :** Ces renseignements sont compilés afin de traiter les questions ou commentaires reçus et de

faire un suivi des réponses données. De plus, ces renseignements sont disponibles au personnel de

Transports Canada dans le but d'améliorer les

délais de réponse et les ressources d'information disponibles sur le site Web de Transports Canada.

**Usages compatibles :** Ces renseignements peuvent être utilisés pour fournir des rapports au

sujet de ce programme à la haute direction. Ils

peuvent également servir à des fins de recherche, de planification, de vérification et d'évaluation.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant trois ans à partir de la date de la dernière mesure prise concernant

la demande du client, après quoi les dossiers sont

détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** MTC COM 010

**Enregistrement (SCT) :** 005852

**Numéro de fichier :** MTC PPE 826

**Système intégré du personnel de Transports**

**Description :** Le Ministère exploite un système

d'information de gestion du personnel et des postes. Les données portent sur les congés, le

traitement de base, la dotation, la classification, les

langues officielles, l'équité en matière d'emploi et

les relations de travail.

**Catégorie de personnes :** Tous les employés de

Transports Canada.

**But :** Ce système a pour but de servir d'outil de

gestion pour soutenir des fonctions de personnel

telles que la planification des ressources humaines et

l'équité en matière d'emploi; produire des rapports de

gestion dans les domaines suivants : langues

officielles, équité en matière d'emploi, aperçus de

l'âge/des années de service des employés, et de

projections des départs en retraite possibles; et de

permettre au Ministère de fournir des données

exigées par les organismes centraux.

**Usages compatibles :** Les renseignements

contenus dans ce fichier sont utilisés comme outil de

gestion.

**Normes de conservation et de destruction :** Les

données sont maintenues, archivées ou détruites

après deux ans.

**No. ADD :** 98/001

**Renvoi au dossier # :** MTC COM 010

**Enregistrement (SCT) :** 001073

**Numéro de fichier :** MTC PPE 801

**Fichiers de renseignements**

**personnels ordinaires**

**Description :** Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

**Accidents d'automobile, de bateau, d'embarcation**

**et d'avion**

**Aide aux employés**

**Cartes d'identification et laissez-passer**

**Code de valeurs et d'éthique de la fonction**

**publique**

l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit.

**No. ADD :** 98/005  
**Renvoi au dossier # :** TFC NDP 921  
**Enregistrement (SCT) :** 000308  
**Numéro de fichier :** TFC PPE 801

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat Formation et perfectionnement Langues officielles Programme d'équité en matière d'emploi Rémunération et avantages Stationnement

les primes ; les pensions et les assurances, notamment les noms des bénéficiaires, les certificats ; la fin de l'emploi et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

**Catégorie de personnes :** Employés de la Société.

**But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

**Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvations et Services Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe et à Santé nationale et Bien-être social (aux fins des pensions).

**Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement

## Fichiers de renseignements personnels particuliers

### Programme des prix

**Description :** Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des prix, dans le cadre du

## Transports Canada

Chapitre 155

Programme des prix de Transports Canada. Ces renseignements peuvent comprendre des années de service, des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des



## Table ronde nationale sur l'environnement et l'économie

Chapitre 153

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION une définition des fichiers normalisés et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité – autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement et appréciation de l'employé  
Formation et perfectionnement  
Griets  
Harçèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail

## Téléfilm Canada

Chapitre 154

### Fichiers de renseignements personnels particuliers

Dossier personnel d'un employé

**Description :** Ce fichier contient le dossier

sommaire de toutes les périodes d'emploi d'une

personne au sein des ministères et organismes

fédéraux. Ce dossier est conservé afin de faciliter

l'administration du personnel. Les renseignements

contenus dans les dossiers d'un employé peuvent

être utilisés aux fins suivantes : prendre des

décisions ayant trait à la dotation ; aux présences

et aux congés ; à la rémunération et aux

avantages ; à la formation et au perfectionnement

; à l'hygiène et à la sécurité professionnelles ; aux

langues officielles ; à la discipline ; au niveau de

sécurité, et lorsque les renseignements touchant

un domaine peuvent influencer sur une décision prise

dans un autre domaine. Dans les cas

susmentionnés, le fichier contient des

renseignements succincts et connexes à des

renseignements plus détaillés trouvés dans

d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, les groupes, les niveaux, les titres, les traitements et

**Inventaire des ressources humaines - Système des affectations spéciales pour les employés**  
*Description* : Ce fichier comprend, sur le logiciel Global et sur des copies papier, les données personnelles de chaque candidat relatives à des sujets tels que leurs études, leurs domaines d'expertise, leur expérience de travail, leurs compétences en matière de langues officielles et leur curriculum vitae.  
**Catégorie de personnes** : Les employés de Statistique Canada.  
**But** : Pour établir et tenir à jour un répertoire actuel des employés du bureau qui s'intéressent à des possibilités d'affectations internes à Statistique Canada ou à des possibilités d'affectations externes au sein d'un autre ministère ou organisme fédéral.  
**Usages compatibles** : Effectuer des recherches pour trouver des candidats qualifiés au sein du Bureau, et ce, pour des affectations qui ont été ciblées. Si toutes les parties concernées sont d'accord, les renseignements sont diffusés aux niveaux interministériels et intergouvernementaux.  
**Normes de conservation et de destruction** : Les dossiers seront conservés pour une durée de trois ans puis sont détruits.  
**No. ADD** : 98/005  
**Renvoi au dossier #** : STC NDP 921  
**Enregistrement (SCT)** : 005103  
**Numéro de fichier** : STC PPE 815

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Gréfs

entente fédérale-provinciale.  
**But** : Ce fichier sert à tenir un registre des demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Il permet au Commissaire à la protection de la vie privée de le consulter lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers.  
**Usages compatibles** : Aucun usage.  
**Normes de conservation et de destruction** : Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de deux ans suivant la demande puis sont détruits.  
**No. ADD** : 98/001  
**Renvoi au dossier #** : STC DAC 615  
**Enregistrement (SCT)** : 001603  
**Numéro de fichier** : STC PPE 802

### Employés réputés

**Description** : Ce fichier contient des copies signées de contrats ou de protocoles d'entente, des affirmations de discrétion ou serments signés, des copies signées de déclarations liées au serment d'engagement au secret professionnel et au code de conflits d'intérêts et de l'après-mandat, le nom de la division, le nom de la personne et la date de signature du serment ou du contrat.  
**Catégorie de personnes** : Personnes qui ont été autorisées par le Comité d'examen des projets de recherche pour les projets à entreprendre dans un centre de données de recherche, ou qui ont été autorisées en vertu d'un processus semblable d'examen par des pairs, pour des projets de recherche à entreprendre au bureau central ou dans un bureau régional.  
**But** : Ce fichier sert à tenir un inventaire des contrats signés par des personnes qui poursuivent des recherches ou qui ont mené des recherches nécessitant l'accès à des renseignements statistiques confidentiels.  
**Usages compatibles** : Aucun usage.  
**Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans après la dernière utilisation administrative puis sont détruits.  
**No. ADD** : 99/004  
**Renvoi au dossier #** : STC NDP 920  
**Enregistrement (SCT)** : 005102  
**Numéro de fichier** : STC PPE 810



# Société du Musée des sciences et de la technologie du Canada

Chapitre 150

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

# Statistique Canada

Chapitre 152

## Fichiers de renseignements personnels particuliers

**Demandes émanant des organismes fédéraux d'enquête**

**Description :** Ce fichier contient une copie des demandes de divulgation présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée

conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers du personnel peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même.

**Catégorie de personnes :** Employés de Statistique Canada ayant fait l'objet d'une demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une

Fichiers de renseignements  
personnels particuliers

**Les accidents d'automobile**  
**Description :** Ce fichier contient des rapports sur

les accidents; des réclamations pour les  
dommages subis; des décisions du tribunal; des

règlements de transactions et la correspondance  
concernant les accidents survenus à des véhicules

loués ou appartenant à l'État ainsi qu'à des  
véhicules privés utilisés à des fins professionnelles.

**Catégorie de personnes :** Ce fichier se rattache  
aux personnes à l'emploi de la SMCC.

**But :** Déterminer à la fois la responsabilité dans  
les accidents survenus et autoriser les réparations.

**Usages compatibles :** À être utilisé seulement tel  
qu'indiqué dans le but du fichier.

**Normes de conservation et de destruction :** Les  
dossiers sont conservés pour une période de six

ans après la réclamation et le règlement de la  
transaction pour chaque cas en particulier, puis ils

sont détruits.  
**No. ADD :** 98/001

**Renvoi au dossier # :** SMCC DNP 901  
**Enregistrement (SCT) :** 000380

**Numéro de fichier :** SMCC PPE 801

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début  
de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.  
Autorisations sécuritaires

Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé  
Dotation

Évaluation du rendement  
Formation et perfectionnement

Griefs  
Harèlement

Langues officielles  
Mesures disciplinaires

Politique de reconnaissance  
Présences et congés

Programme d'équité en matière d'emploi  
Rémunération et avantages

Sécurité et santé au travail  
Stationnement

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harèlement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Langues officielles



## Société d'assurance-dépôts du Canada

Chapitre 147

### Fichiers de renseignements personnels particuliers

Conflits d'intérêts

**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des

rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Employés de la Société.

**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel.

**Usages compatibles :** Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

**Normes de conservation et de destruction :** Ces dossiers sont conservés toute la période d'emploi et pendant deux ans à la fin de l'emploi, après quoi ils sont détruits par les Bibliothèque et Archives Canada.

**No. ADD :** 98/005

**Renvoi au dossier # :** SAD LEGAL 530  
**Enregistrement (SCT) :** 002296  
**Numéro de fichier :** SAD PPE 805

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés  
Cartes d'identification et laissez-passer  
Contrôle de sécurité du personnel  
Dossier personnel d'un employé  
Dotation

Évaluation du rendement  
Formation et perfectionnement  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail

### Fichiers de renseignements personnels particuliers

Programme de reconnaissance

**Description :** Ce fichier contient des renseignements sur les employés dont : nom, adresse résidentielle, numéro de téléphone, date d'entrée en fonction, prix distribués relatifs aux nombres d'années de service.

**Catégorie de personnes :** Le programme de reconnaissance concerne les employés de la Société qui ont de 5 à 25 années de service.

**But :** Le programme de reconnaissance est un moyen que la Société a choisi pour souligner les années de service de ses employés.

**Usages compatibles :** Les dossiers du programme de reconnaissance sont utilisés à des

**No. ADD :** Non disponible  
**Renvoi au dossier # :** SPFL 300 104  
**Enregistrement (SCT) :** 005306  
**Numéro de fichier :** SPFL PPE 801

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu

Cartes d'identification et laissez-passer

exigences de rapports des compagnies d'assurance. **Normes de conservation et de destruction** : Les dossiers sont conservés actifs pendant cinq ans et inactifs indéfiniment.

**No. ADD** : 96/027

**Renvoi au dossier #** : SHL SSG 901

**Enregistrement (SCT)** : 003295

**Numéro de fichier** : SHL PPE 855

### Régime de retraite de la SCHL

**Description** : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer les nom et prénoms ainsi que le numéro d'employé.

**Catégorie de personnes** : Employés et retraités de la Société.

**But** : Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL.

**Usages compatibles** : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et à l'Agence du revenu du Canada (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou à des agences du gouvernement fédéral lors de mutations d'employés, ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité.

**Normes de conservation et de destruction** : Les dossiers sont gardés pendant sept ans suivant le décès du participant et des survivants. Les dossiers sont ensuite envoyés à un site commercial d'entreposage externe.

**No. ADD** : 96/027

**Renvoi au dossier #** : SHL SRH 924

**Enregistrement (SCT)** : 003134

**Numéro de fichier** : SHL PPE 845

### Rémunération et avantages

**Description** : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions, et présente des renseignements au sujet du traitement et des avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des

dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. (N.B. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé.)

**Catégorie de personnes** : Employés et retraités de la Société.

**But** : Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

**Usages compatibles** : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds.

**Normes de conservation et de destruction** : Après deux ans, les dossiers sont envoyés à un site commercial d'entreposage externe où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paye et aux retenues et pour la correspondance connexe ; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaires, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaires soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur.

**No. ADD** : 96/027

**Renvoi au dossier #** : SHL SRH 918

**Enregistrement (SCT)** : 003133

**Numéro de fichier** : SHL PPE 840

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Formation et perfectionnement

Mesures disciplinaires

Stationnement



**Normes de conservation et de destruction :** Les renseignements personnels utilisés sont conservés pendant trois ans à partir de la dernière utilisation qui en est faite et seront détruits à ce moment.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SSG 903

**Enregistrement (SCT) :** 005072

**Numéro de fichier :** SHL PPE 847

### Langues officielles

**Description :** Ce fichier contient les inscriptions aux

cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant

des données personnelles de base utilisées à des

fins d'identification, comme la principale langue

officielle de l'employé ; les résultats des examens de

connaissance linguistique ; les certificats de

formation et la correspondance concernant les

qualifications de l'employé en matière de langues

officielles. Les examens linguistiques, les dossiers

concernant la formation et les exemptions peuvent

être joints au dossier personnel de l'employé.

**Catégorie de personnes :** Employé de la SCHL.

**But :** Ce fichier a pour but de fournir de la

documentation nécessaire à l'administration des

politiques en matière de langues officielles

relatives aux employés de la SCHL. Il vise à

justifier et à étayer les décisions touchant les

qualifications en matière de langues officielles et

les épreuves linguistiques, ainsi qu'à justifier le

besoin en formation linguistique et à confirmer les

réalisations des employés.

**Usages compatibles :** Étayer et justifier les

décisions concernant chaque employé, en matière de

questions de dotation, de mutation et de promotion. Il

permet également de déterminer le statut linguistique

de l'employé et de vérifier l'administration des

programmes relatifs aux langues officielles.

**Normes de conservation et de destruction :**

Pour les résultats des tests de langue et les

dossiers de participation aux cours de langue, la

période de conservation est de cinq ans, suivie

d'une période dormante de un an. Pour la

désignation linguistique des postes, la période de

conservation est de trois ans, et la période

dormante qui suit, de cinq ans.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 923

**Enregistrement (SCT) :** 002993

**Numéro de fichier :** SHL PPE 825

### Programme d'aide aux employés

**Description :** Ce fichier contient des renseignements

concernant un service-conseil volontaire et confidentiel

offert aux employés de la SCHL, aux retraités, leur

conjoint et leurs personnes à charge. Les employés, leurs personnes à charge et les retraités ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme. **Catégorie de personnes :** Les employés de la SCHL, leurs conjoints, leurs personnes à charge ainsi que les retraités de l'entreprise. **But :** L'information est utilisée par le consultant pour assurer la suite des services rendus. **Usages compatibles :** Le consultant entreprend une évaluation systématique du PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée.

**Normes de conservation et de destruction :** En

vertu du contrat conclu avec le consultant, ce dernier

conserve l'information jusqu'à la fin du contrat. À la

fin du contrat, la SCHL et le consultant s'entendent

pour qu'un tiers révise l'information et celui-ci fait

alors les recommandations qui s'imposent. Avant de

transférer des dossiers à un nouveau fournisseur de

services, il faut obtenir un consentement écrit de la

part du client.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 922

**Enregistrement (SCT) :** 003135

**Numéro de fichier :** SHL PPE 850

### Réclamations – Véhicules assurés ou non

**Description :** Ce fichier contient des rapports sur

les accidents ; des réclamations pour les

dommages subis ; des décisions du tribunal ; des

règlements des transactions et la correspondance

concernant des accidents survenus à des véhicules

loués ou appartenant à l'État ainsi qu'à des

véhicules privés utilisés à des fins professionnelles

sur des accidents qui ont été rapportés de même

que les réclamations concernant la responsabilité,

les fraudes commises par des employés, les

dommages matériels et les créances hypothécaires.

**Catégorie de personnes :** Employés de la SCHL

et le grand public.

**But :** Ce fichier a pour but de conserver les

renseignements se rapportant aux accidents

d'automobile survenus à des employés de la

SCHL et au grand public de même que les

données sur les réclamations.

**Usages compatibles :** Déterminer la responsabilité

pour de tels accidents, en approuver le règlement et

fournir des statistiques afin de répondre aux

rapport interne sur la diversité et l'équité en matière d'emploi de la SCHL et pour d'autres rapports de contrôle. On peut également l'utiliser à des fins de planification et d'élaboration de lignes de conduite se rapportant aux ressources humaines.

**Normes de conservation et de destruction :** Les documents sont détruits deux ans après le départ de l'employé de la SCHL.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 921

**Enregistrement (SCT) :** 002198

**Numéro de fichier :** SHL PPE 809

#### Griefs

**Description :** Ce fichier contient les griefs présentés par les employés syndiqués et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse, et toute la correspondance échangée au sujet des griefs.

**Catégorie de personnes :** Employés syndiqués de la SCHL.

**But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs.

**Usages compatibles :** Le but de ce fichier est de consigner des renseignements utilisés dans le processus de règlement des griefs. Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure.

**Normes de conservation et de destruction :** Les dossiers sont détruits après une période de cinq ans à compter de la date de règlement du grief.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 926

**Enregistrement (SCT) :** 002992

**Numéro de fichier :** SHL PPE 820

#### Harçèlement (y compris la discrimination et le harcèlement sexuel)

**Description :** Ce fichier contient la correspondance concernant les incidents reliés au harcèlement ; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement ; les entrevues avec les témoins ; les sommations aux enquêtes faites par la direction ; les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre

une mesure disciplinaire, les renseignements seront transférés dans le fichier se rapportant aux mesures disciplinaires.

**Catégorie de personnes :** Employés de la SCHL.

**But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures appropriées.

**Usages compatibles :** Étayer les décisions portant sur les mutations et les mesures disciplinaires.

**Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la dernière mesure administrative prise au sujet d'un cas donné.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 926

**Enregistrement (SCT) :** 002994

**Numéro de fichier :** SHL PPE 830

#### Journaux de contrôle des réseaux électroniques

**Description :** Le fichier renferme des renseignements sur l'utilisation des réseaux électroniques à la SCHL. Ces renseignements sont recueillis lorsqu'il y a lieu de soupçonner qu'un réseau électronique de la SCHL est soumis à un usage détourné, au sens donné à ce terme dans les Lignes directrices sur l'utilisation d'Internet et dans la politique sur l'utilisation des réseaux électroniques pour les employés de la SCHL. Ce fichier peut comprendre, par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un employé et une adresse IP, les listes de sites consultés et les renseignements sur les opérations effectuées, y compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation.

**Catégorie de personnes :** Les employés de la SCHL.

**But :** Les renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur les cas soupçonnés ou présumés d'usage détourné des réseaux électroniques de la SCHL.

**Usages compatibles :** Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux Lignes directrices sur l'utilisation d'Internet et politique sur l'utilisation des réseaux électroniques par les employés de la SCHL.



l'entremise du Bureau de l'accès à l'information et de la protection des renseignements personnels. Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 922

**Enregistrement (SCT) :** 001937

**Numéro de fichier :** SHL PPE 802

#### **Dotation - Dossiers de compétition**

**Description :** Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les demandes d'emploi des candidats qui ont passé une entrevue ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des membres du comité de sélection ; les documents relatifs aux examens et à leurs résultats ; les offres d'emploi ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé).

**Catégorie de personnes :** Candidats internes et externes.

**But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes.

**Usages compatibles :** Sélectionner des candidats, doter des postes. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 920

**Enregistrement (SCT) :** 002995

**Numéro de fichier :** SHL PPE 835

#### **Gestion de la diversité et Programme d'équité**

**Description :** Cette banque renferme de l'information sur les membres des groupes désignés. On demande aux répondants d'indiquer, au moyen d'un questionnaire, s'ils sont Autochtones, s'ils ont une déficience ou s'ils font partie d'une minorité visible.

**Catégorie de personnes :** Employés de la Société. **But :** Cette banque contient des documents visant à faciliter l'intégration des principes de la diversité dans les processus de la SCHL, ainsi que l'application de la Loi sur l'équité en matière d'emploi. Les données recueillies servent aux fins suivantes : évaluer le progrès réalisé par la Société en vue d'attirer et de retenir une main-d'œuvre diversifiée, représentative de la population active du Canada (en particulier des femmes, des Autochtones, des membres de minorités visibles et des personnes handicapées), saisir des renseignements utiles sur les besoins des employés de la SCHL, afin d'assurer l'élaboration, la révision et la mise en application constantes de lignes de conduite, de pratiques et de systèmes équitables, dans l'intérêt de tous les employés. Cela comprend des renseignements qui serviront à comparer la situation des membres du groupe désigné à celle des membres du groupe non désigné au sein de la SCHL. Ces données permettront d'établir un processus visant à identifier les besoins des employés en matière d'installations et de déterminer le savoir-faire culturel, comme la connaissance de la langue, que l'on retrouve à la Société et qui permet de répondre aux besoins des clients à l'échelle nationale et internationale. Le numéro d'emploi peut être utilisé pour relier les renseignements contenus dans cette banque de données aux renseignements sur le même employé contenus dans une autre base de données (p. ex. le système de gestion des Ressources humaines) dans le but d'obtenir des données statistiques, à condition que l'usage qui doit en être fait soit conforme aux usages prévus lorsque les données personnelles ont été initialement recueillies.

**Usages compatibles :** Les renseignements

recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les rapports annuels que la SCHL présente à Ressources humaines et Développement des compétences Canada, pour le

criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois ans suivant l'activité administrative relative à un cas.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SSG 903

**Enregistrement (SCT) :** 001939

**Numéro de fichier :** SHL PPE 806

## Dossiers des appels internes et des plaintes

**d'employés**

**Description :** Ce fichier consigne et fournit des renseignements sur les appels internes entendus

et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines Canada, Travail et le Bureau

du Commissaire aux langues officielles.

**Catégorie de personnes :** Employés qui ont eu

recours au système d'appel interne ou à un

processus se rapportant à une plainte de l'extérieur.

**But :** Le fichier sert à fournir des renseignements

recueillis au cours d'appels internes et des investigations de plaintes externes, ainsi qu'à tenir

un dossier des précédents.

**Usages compatibles :** Appuyer les décisions en matière de mutation d'employés et de discipline.

Appuyer les décisions relatives à la modification

des lignes de conduite, des processus et des pratiques, et étayer ces décisions.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant trois ans à partir de la date du règlement ou de la décision de l'appel.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 926

**Enregistrement (SCT) :** 001938

**Numéro de fichier :** SHL PPE 804

## Dossiers médicaux des employés

**(1977 au 31/12/97)**

**Description :** Ce fichier contient les dossiers

médicaux sur les employés ainsi que des

renseignements médicaux au sujet des membres de leur famille.

**Catégorie de personnes :** Employés de la

Société et les membres de leur famille.

**But :** Ce fichier contient toutes les consultations effectuées par le Centre de santé incluant les

traitements d'urgence, les visites concernant le

retour au travail, l'assistance aux employés et les examens nécessitant des références aux

médecins spécialisés.

**Usages compatibles :** Prévoir l'accès aux

employés à leurs renseignements médicaux par

au travail ; les langues officielles et le niveau du visa d'intégrité.

**Catégorie de personnes :** Employés de la SCHL.

**But :** Corroborer les décisions relatives à la dotation

; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au

perfectionnement ; à l'hygiène et à la sécurité

professionnelles, aux langues officielles ; au niveau du visa d'intégrité ainsi qu'à la vérification des

références professionnelles. Ces renseignements

sont distribués aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe, s'il

ya lieu, et aux syndicats (retenue des cotisations).

**Usages compatibles :** Ce fichier a pour but de

fournir de la documentation et de donner des

autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi

et les pensions de retraite. Il arrive également que

des renseignements soient fournis à des ministères ou à des agences du gouvernement fédéral lors de

mutations d'employés, ou aux employeurs avec

lesquels la Société a conclu une entente de réciprocité (retraite).

**Normes de conservation et de destruction :** Les

dossiers sont gardés par la SCHL pour lequel

travaille actuellement l'employé pour toute la durée

d'emploi, plus un an. Après cette période, les

renseignements sont transférés à un site

commercial d'entreposage externe et sont gardés

jusqu'à ce que l'employé ait atteint l'âge de 80 ans

ou jusqu'à deux ans après le décès de l'employé, après quoi, le dossier est détruit, pourvu que deux

ans se soient écoulés depuis la dernière utilisation à

des fins administratives des renseignements en question. Les évaluations du rendement d'employés

sont conservées pendant cinq ans.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SRH 925

**Enregistrement (SCT) :** 002991

**Numéro de fichier :** SHL PPE 815

## Dossiers d'enquête

**Description :** Ce fichier sert à la consignation des

plaintes et des irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les

procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives

entreprises.

**Catégorie de personnes :** Employés et grand

public.

**But :** Le fichier sert à faire enquête et à juger de la

véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou

criminelles contre la Société, ou par un employé.

**Usages compatibles :** Dans le cas d'enquêtes



# Société canadienne d'hypothèques et de logement

Chapitre 146

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2005-2006 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2004-2005.

## Fichiers de renseignements personnels particuliers

**Cartes d'identification et laissez-passer**  
**Description :** Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer.

**Catégorie de personnes :** Employés de la Société, entrepreneurs et consultants.  
**But :** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et des laissez-passer.

**Usages compatibles :** Émettre des cartes d'identité et des laissez-passer.

**Normes de conservation et de destruction :** Les dossiers sont détruits trois ans à compter du départ de l'employé.

**No. ADD :** 96/027

**Renvoi au dossier # :** SHL SSG 903

**Enregistrement (SCT) :** 002199

**Numéro de fichier :** SHL PPE 810

### Conflits d'intérêt

**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Employés de la Société.  
**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et des organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.  
**Normes de conservation et de destruction :** Les dossiers sont détruits sept ans après que la

situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.  
**No. ADD :** 96/027  
**Renvoi au dossier # :** SHL SRH 926  
**Enregistrement (SCT) :** 000097  
**Numéro de fichier :** SHL PPE 808

### Dossier personnel d'un employé

**Description :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle et aux langues officielles. C'est la SCHL pour laquelle l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; les termes et conditions d'emploi ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude

**But :** Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société.

**Usages compatibles :** Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés.

**Normes de conservation et de destruction :** Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits.

**No. ADD :** 97/020

**Renvoi au dossier # :** SCP ADM 2

**Enregistrement (SCT) :** 001359

**Numéro de fichier :** SCP PPE 817

#### Systèmes de contrôle de l'accès

**Description :** Le fichier contient des demandes de carte d'identité signées, des demandes de laissez-passer temporaires, des photographies, des registres des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi.

**Catégorie de personnes :** Employés qui ont accès aux installations de la Société.

**But :** Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission.

**Usages compatibles :** Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles.

**Normes de conservation et de destruction :** Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis ils sont détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP CS 6

**Enregistrement (SCT) :** 001364

**Numéro de fichier :** SCP PPE 823

courante et un index, dans le système informatisé des Services de la correspondance. Dans certains cas, la documentation de base se trouve sous forme automatisée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom de famille et le code postal de la demande précédente.

**Catégorie de personnes :** Employés actuels de la Société et les employés qui l'ont quittée

récemment qui ont adressées des lettres au Ministre, aux députés, à d'autres représentants élus ou au président du conseil, au président ou à d'autres dirigeants de la Société. Les documents peuvent aussi contenir des renseignements personnels sur d'autres employés lorsque la demande les concerne

**But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président du conseil et à au président de Postes Canada.

**Usages compatibles :** Les registres servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances.

**Normes de conservation et de destruction :** Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP COM 3

**Enregistrement (SCT) :** 002077

**Numéro de fichier :** SCP PPE 826

#### Stationnement

**Description :** Ce fichier réunit les demandes de permis, y compris les privilèges de stationnement, et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il peut exister aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi.

**Catégorie de personnes :** Employés de la Société qui ont demandé ou reçu un permis de stationnement de la SCP.



demandes subséquentes ou similaires sont

adressées, et à identifier et à suivre les tendances.

**Normes de conservation et de destruction :** La correspondance générale est conservée pendant deux années civiles suivant la dernière utilisation à des fins administratives puis elle est détruite. Les dossiers, les pétitions de la Chambre des communes et les questions au Feuilleton sont conservés pendant cinq ans suivant la dernière utilisation à des fins administratives, puis ils sont détruits.

**No. ADD :** 97/020

**Renvoi au dossier # :** SCP COM 3

**Enregistrement (SCT) :** 004000

**Numéro de fichier :** SCP PPE 833

### Services aux régions du Nord

**Description :** Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait; des certificats officiels de citoyenneté; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'emploi, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Certaines données relatives aux nouveaux employés sont extraites du Systèmes, applications et produits (SAP); et partagées avec les Comptes fournisseurs (SCP PPE 820) ainsi que les Opérations du service de la paie (voir Dossiers individuels sur le personnel (Rémunération).

**Catégorie de personnes :** Près de 300 employés des services aux régions du Nord et leurs personnes à charge

**But :** Appuyer la rémunération des employés des Services aux régions du nord.

**Usages compatibles :** Déterminer et administrer les indemnités de poste isolé (avantage

imposable) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements.

**Normes de conservation et de destruction :**

Les dossiers sont conservés pendant un minimum de deux ans suivant la cessation d'emploi, puis ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** SCP OPS 3

**Enregistrement (SCT) :** 003548

**Numéro de fichier :** SCP PPE 832

### Services à la haute direction

**Description :** Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820).

**Catégorie de personnes :** Un pourcentage restreint d'employés non syndiqués que l'on réfère aux Services à la haute direction parce qu'il s'agit d'employés problématiques ou dont le poste a été déclaré superflu.

**But :** Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués.

**Usages compatibles :** Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel, SCP PPE 802.

**Normes de conservation et de destruction :** Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 29

**Enregistrement (SCT) :** 001355

**Numéro de fichier :** SCP PPE 812

### Services de la correspondance

**Description :** Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de Postes Canada, des lettres dirigées aux bureaux régionaux du Réseau des relations avec la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses finales. On retrouve certains renseignements, comme les lettres d'arrivées, des ébauches de réponse

prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres et pour empêcher la récidive.

**Normes de conservation et de destruction :** Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, puis ils sont détruits, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces).

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP CS 8

**Enregistrement (SCT) :** 001360

**Numéro de fichier :** SCP PPE 819

**Réinstallation**

**Description :** Ce fichier réunit les documents suivants : lettres d'emploi, paiements aux avances, réclamations, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Le système informatisé comprend également des dossiers sur les biens immobiliers. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives.

**Catégorie de personnes :** Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à Postes Canada.

**But :** Le présent fichier porte sur la réinstallation des employés.

**Usages compatibles :** Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la

procédure.

**Normes de conservation et de destruction :** Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant les six exercices suivant la fin de la subvention, puis ils sont détruits. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 27

**Enregistrement (SCT) :** 001358

**Numéro de fichier :** SCP PPE 816

**Relations gouvernementales**

**Description :** Ce fichier contient les demandes de renseignements téléphoniques ou écrites au sujet de Postes Canada ou de ses programmes d'exploitation émanant du personnel des ministères, des députés, des sénateurs et autres représentants élus ou transmises au nom des électeurs. Il renferme aussi des lettres envoyées au président et à d'autres dirigeants de Postes Canada, ou des lettres adressées aux bureaux divisionnaires du Réseau des relations avec la clientèle référées aux Relations gouvernementales en vue d'obtenir des conseils ou des réponses, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements dans le système informatisé de correspondance. On y retrouve aussi la correspondance et la documentation se rapportant à Postes Canada et à ses programmes d'exploitation destinées à renseigner le Ministre et les représentants élus, des dossiers, des pétitions de la Chambre des communes et des questions figurant au Feuilleton. (Le fichier numéro SCP PPE 826, Service de correspondance, contient des enregistrements connexes.) Les personnes qui désirent avoir accès à ce fichier doivent préciser les noms, les dates, les lieux et l'objet de la demande, car cette information ne peut être récupérée à partir du code d'identification personnel.

**Catégorie de personnes :** Employés, lorsque la demande les concerne.

**But :** Le présent fichier sert de référence dans la préparation des réponses aux demandes de renseignements.

**Usages compatibles :** Les documents servent à surveiller la préparation des réponses aux demandes, pour fin de référence lorsque des



de capacités permanentes), les évaluations de la capacité physique au travail, des plans de retour progressif au travail ou d'optimisation du travail, des protocoles d'entente ou des régimes de

tâches modifiées, des lignes directrices concernant les tâches des emplois, des feuilles à cocher (établissant les tâches essentielles dans chaque section), sommaire initial de l'emploi (dressant la liste des données historiques et des tâches initialement exécutées), documents de la CSPAAAT concernant les restrictions jugées par elle permanentes, avis et comptes rendus de réunions d'optimisation et notations chronologiques.

**Catégorie de personnes** : Tous les employés qui

travaillent actuellement ou qui ont récemment cessé de travailler aux Établissements de traitement des lettres de Postes Canada dans la région de Toronto qui souffrent d'une incapacité partielle permanente. Des projets similaires peuvent exister dans d'autres établissements ou centres de facteurs d'envergure majeure tels que ceux d'Ottawa, d'Edmonton ou Montréal.

**But** : Appuyer la réintégration au travail d'employés souffrant d'une incapacité partielle permanente aux Établissements de traitement des lettres de la région de Toronto et s'assurer que ces employés accomplissent leurs tâches ou leurs fonctions sans outrepasser leurs restrictions ou leurs limites permanentes.

**Usages compatibles** : Les dossiers de ce fichier sont utilisés à des fins de gestion pour affecter des employés atteints d'incapacités partielles permanentes à des tâches qui respectent leurs restrictions. L'information est soumise à l'évaluation des Services de santé et des coordonnateurs de projets et est souvent partagée avec les employés concernés et leurs représentants syndicaux et utilisée par les superviseurs actuels ou futurs pour affecter correctement les tâches. On s'en sert également pour les besoins des études visant à détecter et éliminer les conditions susceptibles d'occasionner des maladies ou des blessures.

**Normes de conservation et de destruction** : Les dossiers sont détruits cinq ans après que le rapport est terminé.

**No. ADD** : 98/005

**Renvoi au dossier #** : SCP HR 14

**Enregistrement (SCT)** : 005245

**Numéro de fichier** : SCP PPE 880

**Réclamations - gestion du risque**

**Description** : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité

générale et automobile, des avis juridiques, des ententes de règlement et d'autres documents liés à d'autres accidents avec des tiers. Les

documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte de revenus d'emploi ou les dépenses médicales. Les documents portent aussi sur les pertes causées à la propriété de Postes Canada par les incendies et la tempête, et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les normes des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des

trais sont aussi versés au fichier Comptes fournisseurs, SCP PPE 820, que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Gestion du parc de véhicules, SCP PPE 825, que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail, SCP PPE 845, et que les réclamations portant sur le courtier en retard, perdu ou endommagé sont versées dans le fichier Réseau des relations avec la clientèle, SCP PPU 030. Les personnes qui désirent avoir accès à ce

fichier doivent préciser, notamment, le lieu et la date du sinistre.

**Catégorie de personnes** : Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs). (Voir aussi le fichier Cas de responsabilité financière, SCP PPE 818.)

**But** : Le présent fichier porte sur le traitement des réclamations présentées par Postes Canada et par des tiers.

**Usages compatibles** : Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers, ainsi que par des dommages à la propriété de Postes Canada; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régisseurs de l'extérieur (réclamation

exigeant une enquête, en particulier celles impliquant des blessures). Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de



de service est un moyen que Postes Canada a choisi pour souligner les états de service de ses employés.

**Usages compatibles :** Le Programme sert à gérer la reconnaissance des états de service des employés.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant toute la durée de l'emploi à Postes Canada plus deux années, puis ils sont détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 21

**Enregistrement (SCT) :** 002989

**Numéro de fichier :** SCP PPE 830

**Gestion et planification des effectifs**

**Description :** Ce fichier réunit les renseignements comme les avis d'intérêt envers les incitations de départ volontaire ou à la retraite, le nom de l'employé, la durée du service, le profil salarial, les montants estimés et payés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, ainsi que des données fiscales ou financières. Certaines données-cadre sont tirées du Système, applications et produits (SAP). On peut trouver également des fichiers connexes dans les Dossiers individuels sur le personnel.

**Catégorie de personnes :** Les employés actuels ou ceux ayant récemment quitté Postes Canada qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ ou qui ont quitté la Société après avoir accepté un montant incitatif. De plus, ce fichier réunit les renseignements sur les employés actuels réputés experts en la matière dans leur domaine d'expertise et dont les connaissances et les aptitudes sont critiques pour l'atteinte des objectifs de la Société.

**But :** À l'origine, ce fichier servait à appuyer les objectifs de restructuration de la SCP ce qui n'est plus le cas. Les données sur les employés experts en la matière sont utilisées aux fins d'analyse de l'impact de leur départ éventuel et dans l'établissement d'un plan de transfert des connaissances afin de minimiser les conséquences de départ.

**Usages compatibles :** Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté. Les données sur les employés experts en la matière sont utilisées dans le cadre de la planification des ressources humaines.

**Normes de conservation et de destruction :** Les

dossiers sont détruits vingt ans après la fin de leur utilisation à des fins administratives.

**No. ADD :** 98/005

**Renvoi au dossier # :** SCP HR 35

**Enregistrement (SCT) :** 003738

**Numéro de fichier :** SCP PPE 834

**Réadaptation professionnelle**

**Description :** Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevues initiales et des suivis, des notes sur les progrès, des rapports de recommandations, des rapports de fermetures de cas, des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y lieu de prendre note que des dossiers de consultation peuvent se retrouver dans le fichier Griets et arbitrages, SCP PPE 813, fichier de Santé des employés, SCP PPE 840, et dans les Demandes de règlements à la commission des accidents de travail, SCP PPE 845).

**Catégorie de personnes :** Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie.

**But :** Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente.

**Usages compatibles :** Les dossiers que le fichier contient servent à élaborer et à mettre en œuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants ( par exemple, le médecin traitant, le médecin consultant, infirmiers ou infirmières en santé du travail, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité du Code Canadien de travail, aux lois sur les accidents du travail et à la loi sur les droits de la personne et à faire des suivis et des vérifications.

**Normes de conservation et de destruction :** Les documents sont conservés pendant cents (100) ans suivant l'exercice au cours duquel s'est fait la réadaptation de l'employé, puis ils sont détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 33

**Enregistrement (SCT) :** 003292

**Numéro de fichier :** SCP PPE 851

**Projet de réinsertion professionnelle**

**Description :** Ce fichier contient des renseignements tirés de documents tels que les rapports sur l'état de santé des employés (indiquant les éventuelles restrictions / limitations



prendre pour les éviter.  
**Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après l'incident.

**No. ADD** : 98/005

**Renvoi au dossier #** : SCP HR 6

**Enregistrement (SCT)** : 003740

**Numéro de fichier** : SCP PPE 806

#### **Programme d'intéressement des employés**

**Description** : Ce fichier comporte, entre autres,

les documents suivants : titres de poste,

description de la mesure d'économie, rapports

d'évaluation et nature de la récompense (dont les

limités sont aussi versés dans le système du

Programme d'intéressement des employés (PIE),

notamment, le nom, la classification de l'employé,

le numéro et la nature de l'initiative. Les

personnes désirant avoir accès au fichier doivent

préciser le numéro de l'initiative, la date et le lieu.

**Catégorie de personnes** : Employés qui ont

présenté des suggestions. Précisons que les

documents concernant le règlement des coûts des

primes peuvent être classés au fichier Comptes

fournisseurs, SCP PPE 820.

**But** : Le présent fichier est une archive des

dossiers liés aux suggestions ayant été évaluées

en vertu de l'ancien Programme d'intéressement

des employés.

**Usages compatibles** : Le fichier n'est pas utilisé

de façon constante.

**Normes de conservation et de destruction** : Les

documents sont conservés pendant six ans après

l'année du dernier emploi administratif, après quoi

ils sont détruits.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP HR 10

**Enregistrement (SCT)** : 001351

**Numéro de fichier** : SCP PPE 807

#### **Programme de bourses d'études**

**Description** : Ce fichier contient des données

concernant les demandes reçues, les bourses

accordées et les lettres échangées sur le sujet. Au

Chapitre des renseignements personnels, on y

trouve pour chaque candidat son adresse et son

numéro de téléphone, l'adresse et le numéro de

téléphone de l'établissement qu'il fréquente, des

échantillons de ses travaux scolaires, ses relevés

de notes, des lettres de recommandation et la

preuve de son inscription à l'université.

L'information qui existe sur support informatique

est limitée. Le numéro d'assurance sociale des

boursiers figure également dans la banque, la loi

exigeant que les renseignements ayant trait aux

bourses d'études soient signalées à L'Agence des  
 douanes et du revenu du Canada. Ces  
 renseignements sont transmis à la direction  
 Finances en vue de la production des relevés T-4.  
**Catégorie de personnes** : Les enfants des  
 employés à plein temps et à temps partiel qui ont  
 présenté une demande de bourse .

**But** : Soutenir l'administration d'un programme de

bourses d'études destiné aux enfants des

employés de Postes Canada.

**Usages compatibles** : Les demandes de bourse

sont évaluées en fonction des résultats scolaires

et des qualités de chef dont ont fait montre les

candidats par le biais de leur engagement à l'école

et dans la collectivité. Des comités de sélection

divisionnaires choisissent les lauréats, qui en sont

ensuite avisés par le gestionnaire du programme.

Après l'attribution des bourses mais avant

l'émission des chèques, on demande aux lauréats

de fournir leur numéro d'assurance sociale et la

preuve de leur inscription à l'université. Sont

requises au fins de renouvellement d'une bourse

un relevé de notes officiel et une preuve

d'inscription à l'université pour l'année suivante. Il

peut arriver que le nom des lauréats ou de leurs

parents soit divulgué, en particulier dans les

publications internes.

**Normes de conservation et de destruction** : Les

demandes de bourse d'études non retenues sont

conservées pendant les trois exercices suivant

l'année pendant laquelle la décision a été prise, puis

elles sont détruites. Les documents concernant les

demandes retenues sont conservés pendant six

années suivant la remise de la bourse et puis ils sont

détruits. Les documents relatifs à la base de données

du Programme de bourses sont conservés pendant

six années suivant la réception et vérification des

données d'entrée et puis ils sont détruits.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP HR 28

**Enregistrement (SCT)** : 003157

**Numéro de fichier** : SCP PPE 835

#### **Programme de reconnaissance des états de**

**service**

**Description** : Sont consignés dans le fichier sur le

Programme de reconnaissance des états de

service les éléments suivants : nom, adresse

résidentielle, numéro de téléphone, date d'entrée

en fonction, prix distribués et numéro

d'identification.

**Catégorie de personnes** : Le Programme de

reconnaissance souligne les états de service des

employés à intervalles de cinq années.  
**But** : Le Programme de reconnaissance des états

**But :** Appuyer l'enquête et le règlement des plaintes déposées par des employés ou des groupes en vertu de la Loi sur les langues officielles et constituer un chemin de vérification des mesures prises.

**Usages compatibles :** Les documents sont utilisés pour fournir des rapports à la gestion et aux organismes externes responsables de surveiller la mise en œuvre de la Loi sur les langues officielles et des règlements connexes. Ils peuvent également être présentés en cour fédérale ou à de tierces parties désignées pour faciliter le règlement de plaintes, de griefs ou de poursuites en justice.

**Normes de conservation et de destruction :** Les plaintes déposées sont conservées pendant une période de cinq années civiles après que la plainte a été réglée ou retirée, puis les documents sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** SCP HR 23

**Enregistrement (SCT) :** 003932

**Numéro de fichier :** SCP PPE 853

**Refus de travail (fermé en 2005)**

**Description :** Ce fichier contient des dossiers tels que des refus documentés présentés par des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par Postes Canada et les agents de sécurité de Développement des ressources humaines Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agissait.

**Catégorie de personnes :** Tous les employés en fonction et les employés ayant récemment quitté

Postes Canada qui ont refusé de travailler pour

des raisons de sécurité.

**But :** Ce fichier a été créé dans le but d'assurer et

**Usages compatibles :** Les dossiers servent à

évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Développement des ressources humaines

Canada, à présenter la position de la Société aux conseils de sécurité du CRTC, à remédier aux situations dangereuses et à aviser les employés

concernés des risques et des précautions à

criminel sur les infractions relatives au courrier. **But :** Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale.

**Usages compatibles :** Les documents servent à

étayer la procédure d'enquête et de

renseignements établie pour résoudre et réduire les infractions contre Postes Canada. Certains

renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations

postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le

ministère de la Justice en vue d'une éventuelle

poursuite judiciaire.

**Normes de conservation et de destruction :** Les

documents sont gardés pendant dix ans suivant la

fin de l'enquête ou des procédures judiciaires ou

quasi judiciaires avant d'être détruits. Dans le cas

des procédures entamées en vertu de l'article 41

de la Loi sur la Société canadienne des postes,

lorsqu'un arrêté d'interdiction a été émis, les

documents sont conservés pendant une période

de trois ans suivant l'année où l'arrêt a cessé

d'être en vigueur. Ils sont ensuite transférés aux

Archives nationales du Canada. Les documents

qui, de l'avis de l'archiviste national, ont une valeur

historique ou archivistique, sont conservés en

permanence.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP CS 7

**Enregistrement (SCT) :** 001365

**Numéro de fichier :** SCP PPE 824

**Plaintes relatives aux langues officielles**

**Description :** Ce fichier contient des documents

exposant la nature, l'étendue et la portée de la

plainte, le genre, le lieu où le problème est

survenu ainsi que les résultats de l'enquête et le

règlement qui a suivi. L'identité des plaignants est

protégée tout au long de l'enquête en vertu de

l'article 60 de la Loi sur les langues officielles. Par

conséquent, les documents demeurent anonymes,

à moins que le plaignant ou la plaignante accepte

de dévoiler son identité. Certains des

renseignements sont consignés dans le module

des renseignements personnels du Système,

applications et produits (SAP).

**Catégorie de personnes :** Employés qui

déposent une plainte soit directement auprès de la

SCP, soit auprès du Commissaire aux langues

officielles (n'inclut pas les dossiers traités par le

Réseau des relations avec la clientèle).



contiennent un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé quitte Postes Canada et ensuite détruites. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif, puis ils sont détruits.

**No. ADD : 91/020**

**Renvoi au dossier # : SCP OPS 2**

**Enregistrement (SCT) : 002011**

**Numéro de fichier : SCP PPE 825**

#### **Griefs et arbitrages**

**Description :** Ce fichier réunit, entre autres, les

renseignements suivants : exposés par les

employés et les représentants syndicaux, avis de

réception des griefs et réponses de la direction,

témoignages, avis juridiques occasionnels,

rapports d'enquête et d'analyse préparés par des

instances extérieures (p. ex. : police, commission

des accidents du travail), descriptions de fonction

(pour les griefs ayant trait à la classification), et

décisions et déclarations d'arbitres, du Conseil

canadien des relations du travail et des cours

fédérale et provinciales, ainsi que correspondance

connexe. Certains renseignements se retrouvent

dans le Système informatisé des Relations du

travail sur les griefs (SIRTG) et dans le Système

informatisé sur la jurisprudence des relations du

travail (SIRJT). Le SIRTG contient des données

comme le nom du plaignant, le lieu, le niveau et

l'objet du grief, les dates, et d'autres

renseignements concernant le traitement du grief.

Le SIRJT contient des résumés des sentences

arbitrales comme le nom du plaignant, la nature du

grief, les fondements des décisions et les

remarques des arbitres. Les personnes qui

désirent avoir accès à ce fichier doivent préciser

leur nom, l'unité de négociation, le numéro du grief

ou de l'arbitrage ou d'autres détails comme la

date, le lieu et l'objet du grief.

**Catégorie de personnes :** Les griefs personnels

soumis par des unités de négociation accréditées

ou Postes Canada concernant la violation

présumée de la convention collective.

**But :** Le présent fichier sert au règlement des

griefs relatifs à l'interprétation et à l'application des

conventions collectives.

**Usages compatibles :** Les documents servent au

traitement et au règlement des griefs relatifs à

l'interprétation des conventions collectives à tous

les paliers, selon la procédure qui prévaut,

notamment, le renvoi des causes au siège des

divisions, au siège social, en arbitrage, au Conseil

canadien des relations industrielles ou à la Cour

fédérale, à des fins de recherche, comme les

analyses de tendances et les analyses

thématiques, à la transmission à la haute direction

d'informations sur les cas chroniques et les

problèmes croissants ou récurrents, et à la

formation et l'éducation des agents des Relations

du travail. Le SIRTG facilite le traitement des

griefs et permet de produire des rapports en vue

des négociations collectives. Le SIRJT fournit à la

direction un accès direct aux résumés de

sentences arbitrales (qui sont en grande partie du

domaine public).

**Normes de conservation et de destruction :** Les

documents sont conservés pendant trois ans

après le règlement du grief ou son retrait, puis ils

sont détruits sauf si le cas est soumis à l'arbitrage,

où alors les documents sont conservés pendant 21

ans suivant la décision rendue ou le retrait du

grief. Des résumés accessibles au public sont

conservés dans le SIRJT.

**No. ADD : 91/020**

**Renvoi au dossier # : SCP HR 17**

**Enregistrement (SCT) : 001356**

**Numéro de fichier : SCP PPE 813**

**Infractions ayant trait aux affaires postales**

**Description :** Ce fichier contient des

renseignements réunis au cours d'enquêtes et fait

état du détail des infractions commises. Pour ce

qui concerne les employés, les renseignements

portent sur des infractions comme le vol de

courrier et le détournement de fonds; pour le

grand public, le fichier contient, entre autres, les

renseignements suivants : données sur les

infractions commises à l'échelle nationale ou

internationale, vols commis dans des bureaux de

poste et des boîtes à lettres publiques,

contrefaçon de mandats-poste, vol de courrier,

transport d'explosifs ou d'autres substances

dangereuses et vols à main armée dans des

fourgons postaux. De plus, des renseignements

sont recueillis sur les personnes ou les firmes

soupçonnées de se servir de la poste à des fins

illicites.

**Catégorie de personnes :** Employés,

entrepreneurs de la Société et particuliers du

grand public soupçonné ou reconnus coupables

des infractions ayant trait aux affaires postales

susmentionnées aux termes de la Loi sur la

Société canadienne des postes et du Règlement

afférent, ainsi que des dispositions du Code

Gestion du parc de véhicules, SCP PPE 825 et d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. **Catégorie de personnes :** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. **But :** Le présent fichier porte sur la formation fournie aux employés.

**Usages compatibles :** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (voir SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le Système, applications et produits (SAP). **Normes de conservation et de destruction :** La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi et puis ils sont détruits. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 32  
**Enregistrement (SCT) :** 001349  
**Numéro de fichier :** SCP PPE 805  
**Gestion du parc de véhicules**  
**Description :** Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de Postes Canada et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. L'accès à cette base de données est protégé par l'utilisation d'un code d'usage et un mot de passe. **Nota :** Les accidents de véhicules motorisés entraînant des réclamations de tierces parties sont consignés dans le fichier Réclamations - Gestion du risque (SCP PPE 819). Les personnes désirant obtenir des renseignements de ce fichier doivent communiquer avec la Gestion du risque de la SCP. Il se pourrait qu'il soit nécessaire de préciser le numéro de permis de conduire de la SCP, le lieu de travail, de même que le lieu et la date de l'accident.  
**Catégorie de personnes :** Conducteurs des véhicules appartenant à la Société.  
**But :** Le présent fichier vise l'emploi efficace et sûr des véhicules.  
**Usages compatibles :** Les documents servent à valider les permis délivrés par les provinces et Postes Canada; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir. (Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le personnel. Des renseignements peuvent être versés aux Dossiers intéressés, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démérite, suspension du permis de conduire).  
**Normes de conservation et de destruction :** Les fiches historiques des conducteurs de véhicule, qui



peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux et de la correspondance personnelle liée à la plainte en question. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. Certains des renseignements sont consignés sous forme électronique dans le module de renseignements personnels du Système, applications et produits (SAP).

**Catégorie de personnes** : Employés qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les employés qui sont présumées en être les responsables.

**But** : Le présent fichier sert à l'enquête et au règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne.

**Usages compatibles** : Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes.

**Normes de conservation et de destruction** : Les documents sont conservés pendant une période de cinq années civiles après l'année où le dossier a été réglé, puis ils sont détruits.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP HR 19

**Enregistrement (SCT)** : 001352

**Numéro de fichier** : SCP PPE 809

**Équité en matière d'emploi**

**Description** : Ce fichier réunit des données, informatisées et imprimées, d'équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet et leur lieu d'emploi.

**Catégorie de personnes** : Employés qui ont répondu au questionnaire d'auto-identification d'équité en matière d'emploi. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones.

**But** : Le présent fichier servira à mettre sur pied

une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi.

**Usages compatibles** : Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire, la promotion, la résiliation et le groupe d'emploi) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Développer des ressources humaines Canada. Certains des renseignements sont consignés dans le Système, applications et produits (SAP).

**Normes de conservation et de destruction** : Les dossiers imprimés sont conservés pour une période de trois ans après avoir été utilisés pour la rédaction de rapports pour le Parlement. Les dossiers informatisés sont conservés indéfiniment pour les employés en fonction. Les dossiers des employés ayant quitté leur emploi sont conservés pendant deux ans et sont ensuite détruits.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP HR 15

**Enregistrement (SCT)** : 001353

**Numéro de fichier** : SCP PPE 810

**Formation**

**Description** : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations (des participants et des formateurs), déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le module de Gestion de la formation de Systèmes, applications et produits (SAP). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier

date du concours, le cas échéant, ainsi que le titre

**Catégorie de personnes :** Employés qui font des demandes d'emploi ou qui sont engagés pour combler, au sein de la Société, des postes temporaires ou permanents.

**But :** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de

Postes Canada.

**Usages compatibles :** Les demandes d'emploi

sont examinées lorsqu'un poste devient vacant.

Les documents sur la dotation servent à fournir

des renseignements objectifs sur les candidats les

plus aptes à remplir de nouveaux postes ou des

postes vacants (des notes sur les décisions

concernant la dotation peuvent être versées aux

Dossiers individuels sur le personnel; certains des

renseignements sont consignés sous forme

électronique dans le module de Recrutement de

Systèmes, applications et produits (SAP). Alder

dans la planification de la relève et le

perfectionnement professionnel; assurer une

réponse aux candidats concernant leur demande

d'emploi et leurs entrevues, et à traiter les

plaintes, les appels et les griefs relatifs aux

nominations et aux promotions (voir au fichier

Griefs et arbitrages, SCP PPE 813). Il est possible

d'afficher et de remettre aux agents des unités de

négociation des renseignements personnels

limités sur l'ancienneté, le personnel excédentaire

et les mises à pied. De plus, en vertu de

conditions rigoureuses sur le caractère confidentiel

de la divulgation de renseignements, des

renseignements personnels sur les candidats

retenus peuvent être divulgués à ceux dont la

candidature n'a pas été retenue, pour mieux

étayer les décisions.

**Normes de conservation et de destruction :** Les

documents sont conservés pendant deux ans

après le dernier emploi administratif avant d'être

détruits. Les listes de mises à jour et détruites

sont continuellement mises à jour et détruites

lorsqu'elles deviennent désuètes.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 30

**Enregistrement (SCT) :** 001345

**Numéro de fichier :** SCP PPE 801

**Droits de la personne**

**Description :** Ce fichier réunit des documents

confidentiels relatifs à des plaintes déposées

concernant les droits de la personne et des

rapports d'analyse et d'enquête et des documents

sur les décisions prises lors de l'enquête et de la

résolution desdites plaintes. Les renseignements

Dossiers individuels des employés).

**Catégorie de personnes :** Employés actuels ou ayant récemment cessé de travailler à la Société.

**But :** Assister Postes Canada à gérer le cycle de l'embauche à la retraite, de même que les

avantages sociaux et le paiement des indemnités

auxquels l'employé a droit.

**Usages compatibles :** Les documents sont

utilisés pour fournir l'information nécessaire à la

dotation et à la gestion des avantages sociaux à la

Société. L'information est partagée avec le Régime

de retraite de Postes Canada et les fournisseurs

de l'assurance médicale collective. Elle est

également utilisée aux fins du traitement des

demandes d'indemnités ainsi qu'au calcul de la

prime de départ en fonction des années de service

de l'employé à la Société. Le SAP est aussi doté

d'un module de libre-service qui permet aux

employés de consulter certaines données sur les

conges, les avantages sociaux et les données

personnelles.

**Normes de conservation et de destruction :**

Deux ans après l'année au cours de laquelle

l'employé a quitté, les dossiers sont transférés aux

Archives nationales du Canada et détruits au

moment où l'employé atteint l'âge de quatre-vingt

ans (sous réserve qu'il se soit écoulé deux ans

depuis la dernière utilisation administrative).

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 11

**Enregistrement (SCT) :** 001346

**Numéro de fichier :** SCP PPE 802.

**Dotation et emploi**

**Description :** Ce fichier réunit, entre autres, les

renseignements et documents suivants : offres de

services sollicités ou non, accusés de réception,

demandes de dotation, description de tâches, avis

de concours, demandes de mutation, curriculum

vitae (expérience et études), lettres de référence et

vérifications à cet égard, données sur les

compétences linguistiques, feuilles d'examen, tests

et résultats, listes de candidats, notes d'entrevue et

évaluations du jury, listes d'admissibilité, offres

d'emploi, et correspondance connexe. Ce fichier

contient également le numéro d'assurance sociale,

qui continuera à servir d'identificateur jusqu'à ce

que la Société se dote d'un système de

numérotation des employés. Un nombre limité de

documents peuvent également participer au

Cheminement de carrière en vérification. (Les

documents électroniques du Cheminement de carrière

en vérification.) Les personnes qui désirent avoir

accès à ce fichier doivent préciser le numéro et la



sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques.

**Normes de conservation et de destruction :** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. Deux ans après la fin d'emploi, le dossier de Réadaptation professionnelle est versé au dossier de Santé de l'employé, classé par ordre alphabétique, puis placé dans des boîtes scellées. Ces boîtes sont acheminées aux Archives Nationales du Canada pour conservation; cependant, lorsque l'espace le permet, certaines régions gardent ces documents sur place.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 9

**Enregistrement (SCT) :** 003158

**Numéro de fichier :** SCP PPE 840

**Dossiers de supervision**

**Description :** Ce fichier contient des notes et des dossiers actifs concernant les employés, particulièrement dans les cas où les dossiers officiels des employés sont conservés à l'extérieur de l'emplacement de travail. Ces dossiers sont tenus à jour par quelques superviseurs et se composent principalement de copies de dossiers qui sont conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des sorties imprimées de Systèmes, applications et produits (SAP), des évaluations et des primes de rendement, des rapports d'accident, des évaluations de la capacité au travail, des lettres portant entre autre sur l'assiduité et les mesures disciplinaires, des imprimés de courrier électronique, des griefs et leurs réponses, ainsi que des demandes d'emplois concernant notamment les mutations et les dossiers (voir Dotation et emploi, SCP PPE 801; les trois volets du Dossier personnel de l'employé, SCP PPE 802, 808 et 815; Systèmes, applications et produits (SAP), ; Griefs et arbitrages, SCP PPE 813; Demandes de règlement à la Commission des accidents de travail SCP, PPE 845; Dossier de santé de l'employé, SCP PPE 840; Réadaptation professionnelle, SCP PPE 851; et Cachets d'or et argent, SCP PPE 850). La documentation originale pourrait comprendre des documents concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les dossiers, les employés

sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent des demandes formelles au coordonnateur de la protection de la vie privée de la SCP doivent fournir le nom et le lieu de travail de leur(s) superviseur(s).

**Catégorie de personnes :** Employés en fonction ou ayant récemment quitté la SCP au sujet desquels les superviseurs possèdent des dossiers.

**But :** Faciliter la supervision des employés, particulièrement dans les emplacements de travail éloignés. Les dossiers peuvent être consultés tant par les superviseurs que par les employés.

**Usages compatibles :** Le fichier est utilisé pour contrôler les présences, traiter les demandes de congé, attribuer du travail, établir le calendrier des remplacements, consigner les réalisations spéciales et faire des recommandations aux programmes de reconnaissance envers les employés, imposer des mesures disciplinaires, répondre à des griefs, rapporter des blessures et préparer toute autre correspondance qui relève de l'administration quotidienne de l'unité de travail.

**Normes de conservation et de destruction :** Le dossier est détruit après que l'employé quitte la Société.

**No. ADD :** 98/005

**Renvoi au dossier # :** SCP HR 31

**Enregistrement (SCT) :** 003739

**Numéro de fichier :** SCP PPE 803

**Dossiers individuels sur le personnel (Avantages sociaux)**

**Description :** Ce fichier contient des documents sur la dotation, les nominations, des documents sur les crédits de congés, des lettres d'autorisation (prime de rendement, prime de bilinguisme, rémunération intérimaire, formulaires de dotation, des demandes de règlement d'assurance maladie, d'assurance dentaire et d'assurance invalidité, ainsi que les données concernant les indemnités, les primes, les prélabes et les cessations d'emploi. Les autres documents à l'appui comprennent notamment les noms des personnes à charge aux fins des régimes de soins médicaux complémentaires et de soins dentaires, les copies d'extraits de naissance, de certificats de mariage / séparation / divorce, les désignations du plus proche parent en cas d'urgence, procurations et renseignements de succession tels que les noms des bénéficiaires. Certains des renseignements sont consignés sous forme électronique dans le cadre des Systèmes, applications et produits (SAP). (À noter que des copies de dossiers relatifs aux indemnités, primes, prélabes et cessations d'emploi peuvent aussi être conservés au volet «Rémunération» des

recherchent des dossiers de paie particuliers ou des renseignements sur la paie.

**Catégorie de personnes :** Tous les employés à l'emploi de Postes Canada ou l'ayant quittée

récemment.

**But :** Fournir la documentation nécessaire à l'appui des versements de salaires et d'avantages

financiers aux employés.

**Usages compatibles :** Les dossiers servent à

fournir les renseignements nécessaires aux

fonctions de paie et d'administration des salaires et

des avantages sociaux au sein de Postes Canada,

notamment : calculer la paie, émettre les chèques

des employés et répondre aux demandes de

renseignements de ceux-ci concernant leur

rémunération; permettre la vérification et le

rapprochement des comptes de paie (pour régler,

par exemple, les cas de paiements en trop); et

fournir d'autres données sur la paie et les présences

à la direction aux fins d'analyses coûts-bénéfices, de

négociations collectives, de budgétisation, etc. Les

renseignements contenus dans ce fichier sont

partagés avec le Régime de retraite agréé de la

SCP (objet : administration des pensions), avec

l'Agence du revenu du Canada (objet : impôt et

retenues), avec Revenu Québec et les commissions

provinciales d'accidents du travail ainsi qu'avec les

organismes provinciaux d'assurance-maladie. Ils

sont également partagés avec Développement des

ressources humaines Canada, notamment en ce qui

concerne les cessations d'emploi, conformément à

la Loi sur l'assurance-emploi et aux règlements

connexes. Enfin, les dossiers de ce fichier servent

aussi à traiter les demandes d'indemnisation

d'invalidité et d'accident du travail (SCP PPE 845)

ainsi que les plaintes et les griefs relatifs à la paie

(SCP PPE 813).

**Normes de conservation et de destruction :**

Deux ans suivant l'année de la cessation d'emploi,

ces dossiers sont transmis aux Archives nationales

du Canada et sont détruits lorsque l'employé

atteint l'âge de quatre-vingt ans (pourvu qu'une

période de deux ans se soit écoulée après le

dernier usage administratif). Les dossiers

cumulatifs annuels de l'Association canadienne

des maîtres de poste et adjoints sont conservés

pendant deux ans. Les données du Système

national de déclaration des paiements en trop sont

conservées pendant six ans après le dernier

usage administratif.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 13

**Enregistrement (SCT) :** 002010

**Numéro de fichier :** SCP PPE 815

## **Dossier de santé du personnel**

**Description :** Ce fichier contient tous les

renseignements consignés, générés, acquis ou

utilisés dans la prestation de services de santé et

d'orientation aux employés de Postes Canada,

notamment : les documents sur l'administration

des premiers soins par l'infirmier ou l'infirmière en

santé du travail, des certificats contenant des

renseignements confidentiels d'ordre médical, des

évaluations de la capacité au travail, des rapports

médicaux, le consentement à la communication de

renseignements, la correspondance avec les

médecins, les notes sur l'évaluation de la santé

des employés, la correspondance relative à

l'acquisition de renseignements médicaux, les

évaluations des capacités fonctionnelles, les plans

d'intensification des tâches, le rapport des

conseillers en réadaptation professionnelle, les

analyses des exigences physiques, des rapports

médicaux spéciaux sur l'exposition aux risques

professionnels, les dossiers et la correspondance

sur les demandes de consultation et les résultats.

Certains renseignements médicaux non

professionnels peuvent également être conservés,

par exemple les évaluations de la condition

physique et du mode de vie. Certains

renseignements peuvent être conservés sur

support informatique. Il peut y avoir des dossiers

du comité d'étude de cas conservés à part.

**Catégorie de personnes :** Employés de la

Société qui ont subi des blessures et des

accidents au travail ou ont pris un congé de

maladie prolongé avec certificat, qui ont utilisé les

Services de santé professionnelle ou dont le ou

les médecins ont communiqué des

renseignements au Service.

**But :** Appuyer les programmes de santé

professionnelle et de réadaptation.

**Usages compatibles :** Ces dossiers servent à

administrer des cas; à aider les employés à faire

face aux questions de santé professionnelle et de

réadaptation et à favoriser le rétablissement rapide

par des interventions, des conseils et une

sensibilisation appropriées aux questions de santé;

à justifier les congés et prestations qui ont trait à

des blessures et maladies liées au travail (les

certificats des médecins ne comportant pas de

renseignements confidentiels d'ordre médical

peuvent être joints au dossier personnel de

l'employé; à aider les employés exposés à certains

risques professionnels ou qui ont des maladies ou

incapacités connues à être à même de continuer à

travailler et à offrir des programmes de formation à

la santé qui mettent l'accent sur un mode de vie



traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 26

**Enregistrement (SCT) :** 001366

**Numéro de fichier :** SCP PPE 828

#### Dossiers individuels sur le personnel

##### (Carrières)

**Description :** Ce fichier, également appelé fichier

de « Gestion des ressources humaines – Employé », contient les évaluations du rendement (pour le

personnel cadre et exempt et les employés membre de l'A.F.P.C. et de l'A.O.P.C.), les renseignements concernant la dotation, les lettres d'offre, les

évaluations pendant la période de probation, le curriculum vitæ et les références, les diplômes, les certificats de formation, les résultats d'examens, les

documents relatifs à l'examen des connaissances sur les langues officielles, les lettres de discipline, les prix (par exemple, Bravo et en matière de

Service Excellence), les lettres de remerciement, la documentation des problèmes d'assiduité et de

présence, les profils d'employés, les formulaires d'inventaire des ressources humaines, les

formulaires de perfectionnement professionnel et autres renseignements comme le numéro

d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique.

Certains des renseignements sont consignés sous forme électronique dans le module de

Perfectionnement du personnel et le module Administration du Personnel du Système

applications et produits (SAP). Ce fichier contient, entre autres, les renseignements personnels

sujavants : objectifs de rendement, examen des compétences, programmes de formation et de perfectionnement, examen de fin de semestre,

rapports de période d'essai, plans d'amélioration et évaluations de fin d'année ainsi que les résultats de tests.

**Catégorie de personnes :** La plupart des employés actuels ou ayant récemment quitté Postes Canada. (Les dossiers de carrière n'existent pas encore dans certaines régions ou pour les

membres de certaines unités de négociation).  
**But :** Appuyer le développement de la carrière de chaque employé.

**Usages compatibles :** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, la

#### Dossiers individuels sur le personnel

##### (Rémunération)

**Description :** Ce fichier contient notamment des

lettres d'autorisation, des feuillets T4 et d'autres renseignements sur les retenues d'impôt, les

données pour le virerment automatisé, les cotisations syndicales, le régime de pensions du Canada, les rabais, le régime d'épargne et, s'il y a

lieu, les renseignements concernant les indemnités, les primes, les prélabies, les paiements en trop, la

cessation d'emploi et les formulaires de congés relatifs aux demandes de prestations d'accident de

travail. Certaines des données ont été informatisées et versées dans les systèmes de Ceridian et dans les systèmes suivants de Postes Canada : Système

national de déclaration des paiements en trop et Système de paie. Certains des renseignements sont également consignés sous forme électronique

dans le module de Gestion des temps de Systèmes, applications et produits (SAP). (À noter que les copies des lettres d'autorisation, des

formulaires d'inscription, des renseignements des feuillets TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages

accessoirs et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (Avantages sociaux), SCP PPE 802). Le

Ressources humaines et Développement des revenus du Canada et Revenu Québec, puis par sociale, qui est requis entre autres par l'Agence du

fichier contient également le numéro d'assurance avoir accès à ce fichier doivent indiquer le lieu d'emploi, les dates souhaitées et préciser s'ils

planification de la relève, les mutations, les

rétrogradations et les cessations d'emploi; pour mener les entrevues visant la discipline ou les

problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont

accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein

de leur unité de travail).  
**Normes de conservation et de destruction :** Les documents sont conservés pour dix ans suivant la

fin de l'emploi avec Postes Canada, puis détruits. Les évaluations du rendement sont conservées pendant dix ans après l'année de leur

établissement, sous réserve des dispositions connexes des conventions collectives.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 12

**Enregistrement (SCT) :** 003546

**Numéro de fichier :** SCP PPE 808

**Normes de conservation et de destruction :** Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 34

**Enregistrement (SCT) :** 003159

**Numéro de fichier :** SCP PPE 845

**Demandes émanant d'organismes d'enquête - employés**

**Description :** Ce fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet.

**Catégorie de personnes :** Employés qui font l'objet d'une enquête ou qui y participent.

**But :** Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par Postes Canada sont dûment autorisées.

**Usages compatibles :** Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes ou quand on procède à des vérifications.

**Normes de conservation et de destruction :** Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 20

**Enregistrement (SCT) :** 001342

**Numéro de fichier :** SCP PPE 829

**Demandes / plaintes relatives à la Loi sur la protection des renseignements personnels**

**Description :** Ce fichier réunit les documents suivants : formules de demande de

communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables. Il contient aussi les documents sur les plaintes adressées aux coordonnateurs de la protection des renseignements personnels de Postes Canada et au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes d'accès ou des plaintes présentées. Certains des renseignements sont consignés dans le module de renseignements personnels de Systèmes, applications et produits (SAP).

**Catégorie de personnes :** Employés qui ont présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels aux coordonnateurs à la protection des renseignements personnels de Postes Canada, qui ont déposé une plainte interne ou formelle; ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie.

**But :** Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises.

**Usages compatibles :** Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les demandes, les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux.

**Normes de conservation et de destruction :** Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au



**Usages compatibles** : Les documents servent à

déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés

informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote

de sécurité peut être versée aux Dossiers individuels sur le personnel. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au

fichier Contrôles sécuritaires des deux organismes. **Normes de conservation et de destruction** : Les

documents écrits (s'il existe d'autres types de documents, veuillez préciser leurs normes de

conservation et de destruction) sont conservés pendant deux ans après la date de cessation

d'emploi, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis

d'octroi de grâce.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP CS 9

**Enregistrement (SCT)** : 001362

**Numéro de fichier** : SCP PPE 821

**Demandes de règlement à la Commission des**

**accidents de travail**

**Description** : Ce fichier contient divers types de renseignements : rapports d'enquête sur les

accidents et les blessures ou maladies professionnelles; demandes présentées aux

commissions des accidents de travail et commissions d'arbitrage, ainsi que des dossiers et opinions

correspondance et formulaires connexes; consultations et les résultats. Certains renseignements médicaux peuvent également être

conservés, notamment sur les blessures et maladies non liées au travail. Il existe également

certaines dossiers automatisés au Système

informatisé de données sur les accidents (SIDA).

Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur

le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés.

(À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société

ou concernant les demandes de règlement présentées par la Société ou contre elle et qui

n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier

Gestion du parc de véhicules, SCP PPE 825, et Réclamations - gestion du risque, SCP PPE 819

respectivement). Ce fichier contient en outre le numéro d'assurance sociale lorsque requis par la

Commission des accidents de travail. Les

personnes qui désirent avoir accès à ce fichier

doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure.

Il existe aussi une banque de données nationale de CAT qui reflète tous les coûts chargés à la SCP

par le DRHC.

**Catégorie de personnes** : Employés de la Société blessés ou accidentés au travail ou qui ont présenté

un rapport d'accident ou une demande de règlement aux commissions des accidents de travail.

**But** : Appuyer les programmes de la Commission des accidents de travail.

**Usages compatibles** : Ces fichiers servent à aider les employés à faire face à leurs problèmes

médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et

des conseils professionnels; à autoriser les congés et les prestations (y compris les prestations et

congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux

blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux

commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et

congés pour blessure au travail (le SIDA et la banque de données de CAT servent au règlement

des réclamations et au redressement des comptes); à préciser les conditions auxquelles les

employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont

capables de continuer à travailler, ce qui comprend le retour au travail; à fournir toute information utile

à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la

sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de

travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de

certains programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains

renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des

accidents de travail, à Développement des ressources humaines Canada, aux médecins

traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des

demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements

accidentels de produits chimiques par des employés de la Société.



**Usages compatibles** : Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. **Normes de conservation et de destruction** : Les documents sont conservés pendant six années suivant l'année où les frais ont été engagés, puis ils sont détruits.

**No. ADD** : 88/007

**Renvoi au dossier #** : SCP SM 5

**Enregistrement (SCT)** : 001361

**Numéro de fichier** : SCP PPE 820

#### Conflits d'intérêts

**Description** : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail.

**Catégorie de personnes** : Tous les employés de Postes Canada, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels.

**But** : Le présent fichier sert à la mise en œuvre de la politique sur les conflits d'intérêts.

**Usages compatibles** : Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi.

**Normes de conservation et de destruction** : Les documents sont conservés pendant les deux années suivant la cessation d'emploi ou la fin du conflit, réel ou potentiel, puis ils sont détruits.

**No. ADD** : 98/005

**Renvoi au dossier #** : SCP HR 7

**Enregistrement (SCT)** : 002156

**Numéro de fichier** : SCP PPE 814

#### Contrôles de la fiabilité

**Description** : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, des empreintes digitales, des casiers judiciaires, des recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de sécurité des

Systèmes, applications et produits (SAP). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes** : Employés actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur. **But** : Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. **Usages compatibles** : Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. **Normes de conservation et de destruction** : Les documents sont conservés pendant les deux années suivant celle où s'est terminée la vérification et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit.

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP CS 8

**Enregistrement (SCT)** : 001363

**Numéro de fichier** : SCP PPE 822

#### Contrôles sécuritaires

**Description** : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révocabations et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme électronique dans les modules Gérer – Opérations de candidature et Vérification de la sécurité des Systèmes, applications et produits (SAP). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. **Catégorie de personnes** : Employés de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. **But** : Le présent fichier est une source d'information servant à déterminer la fiabilité des employés qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité.



adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. Les renseignements touchant les avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4. **Catégorie de personnes** : Les employés actuels qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de normes de service, service exceptionnel à la clientèle, croissance des affaires, dépassement de soi, bénévolat, leadership et équipe de l'année. Aussi les employés retraités qui ont été mis en nomination dans la catégorie participation au sein du club Héritage.

**But** : Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP.

**Usages compatibles** : On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes et externes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé (voir le fichier SCP PPE 802).

**Normes de conservation et de destruction** : Les nominations rejetées et les documents qui s'y rattachent sont détruits. Immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant la base de données automatisées des Prix Cachets, sont conservés pendant cinq années après le dernier usage administratif, puis ils sont détruits

**No. ADD** : 91/020

**Renvoi au dossier #** : SCP HR 25

**Enregistrement (SCT)** : 003160

**Numéro de fichier** : SCP PPE 850

**Cas de responsabilité financière**

**Description** : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel ainsi

qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte.

**Catégorie de personnes** : Employés de la Société ayant subi des pertes réelles ou soupçonnées.

**But** : Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société.

**Usages compatibles** : Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise.

**Normes de conservation et de destruction** : Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte, puis ils sont détruits. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables.

**No. ADD** : 88/007

**Renvoi au dossier #** : SCP HR 16

**Enregistrement (SCT)** : 001763

**Numéro de fichier** : SCP PPE 818

**Comptes fournisseurs**

**Description** : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, instructions relatives aux dépôts, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates).

**Catégorie de personnes** : Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des récompenses et des montants à titre gracieux et d'autres frais divers

**But** : Ce fichier sert à payer les avantages qui sont accordés aux employés.

**Renvoi au dossier # :** SCP SEC 3  
**Enregistrement (SCT) :** 002078  
**Numéro de fichier :** SCP PPE 827

#### Aide aux employés

Il n'existe aucun fichier du PAE à Postes Canada pour les employés qui ont recours aux Services à la famille du Programme d'aide aux employés. **Description :** Les Services à la famille du Programme d'aide aux employés (SFPAE) sont conservés au bureau des Services à la famille. Postes Canada ne possède aucun fichier ayant trait au Programme d'aide aux employés. Les Services à la famille peuvent conserver la gestion de ces dossiers sous forme imprimée ou électronique. Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragées à faire directement affaire avec les Services à la famille en composant le 1 800 668 9920.

**Catégorie de personnes :** Un document est constitué lorsqu'un employé communique avec le service d'aide téléphonique (sans frais). **But :** Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de Postes Canada aux prises avec des problèmes personnels ou liés au travail, qui peuvent être résolus par des soins professionnels.

**Usages compatibles :** Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres; à aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à évaluer des programmes. Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé.

#### Normes de conservation et de destruction :

SFPAE conserve les documents constitués pendant au moins sept ans.

**No. ADD :** 91/020

**Renvoi au dossier # :** SCP HR 8

**Enregistrement (SCT) :** 001354

**Numéro de fichier :** SCP PPE 811

#### Prix Cachets or et argent (fermé en 2005)

**Description :** Ce fichier contient des données sur les mises en nomination visant les divers prix «Cachets or» et «Cachets argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur

prestations partagées des ménages dissous, les

prestations de pension rachetée, les facteurs d'équivalence pour l'établissement des feuillets T4,

les facteurs d'équivalence rectifiés pour

l'établissement des feuillets T10, les facteurs

d'équivalence pour services passés, le relevé

personnel des prestations de retraite et le calcul

du manque à contribuer éventuel de l'employé.

Les données du fichier peuvent également être

utilisées à des fins d'établissement de rapports

statistiques et de feuilles de données destinées à

aider à l'administration du régime.

#### Normes de conservation et de destruction : Les

dossiers sont conservés en permanence.

**No. ADD :** 98/005

**Renvoi au dossier # :** SCP HR 24

**Enregistrement (SCT) :** 005246

**Numéro de fichier :** SCP PPE 885

#### Affaires juridiques

**Description :** Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels.

#### Catégorie de personnes : Employés actuels de la

Société et les employés qui l'ont quittée traitant de

questions juridiques.

**But :** Le présent fichier réunit des documents

portant sur des avis et des conseils juridiques

fournis à la Société et documents ayant valeur

juridique de représentation pour celle-ci.

**Usages compatibles :** Les documents servent à

fournir des avis et des conseils juridiques à la

Société et à représenter la Société et à protéger

ses intérêts.

#### Normes de conservation et de destruction : Les

dossiers sont conservés pendant une période de

dix ans suivant l'année d'expiration du contrat ou

de la cession de la propriété, avant d'être détruits.

Les réclamations déposées par la Société ou

contre elle, les jugements arbitrés et les

documents connexes sur les questions juridiques

sont conservés pendant vingt et un ans suivant

l'année du règlement. Les mémoires (source de

jurisprudence), les avis et les conseils juridiques

sont conservés cent (100) ans après que la cause

a été jugée, puis ils sont détruits.

**No. ADD :** 97/020



# Société canadienne des postes

Chapitre 145

## Fichiers de renseignements personnels particuliers

**Administration des pensions**  
**Description :** Le fichier sur le Régime de retraite agréé de la Société canadienne des postes (RRASCP) contient des données sur les caractéristiques démographiques et la situation d'emploi des employés et des personnes retraitées couverts par le RRASCP.  
**Nota :** date d'admissibilité, nombre d'années ouvrant droit à pension, numéro d'identification, date de naissance, le sexe, date du changement d'état civil, adresse et numéro de téléphone du domicile, indicateur d'unité de négociation, catégorie d'emploi, salaire de base, allocations cotisables, chronologie d'embauche, date et motif de cessation d'emploi, montant des retenues aux fins de contribution, base des gains annuels cotisables, durée de la semaine de travail, statut de l'employé, liste de paie, information sur les

**Catégorie de personnes :** Il existe des dossiers et des données sur toutes les personnes à l'emploi de Postes Canada qui sont membres du RRASCP ou sont retraitées.  
**But :** Calculer, autoriser et verser les prestations de pension à tous les membres du RRASCP et à leurs survivants.  
**Usages compatibles :** Administrer, maintenir et verser les prestations d'employés et de retraités prévus par le régime, y compris les prestations de conjoint et les prestations de survivant, les

## Fichiers de renseignements personnels ordinaires

dossiers sont conservés durant six ans, puis ils sont détruits. Les dossiers qui ont des répercussions sur les précédents établis doivent être transférés aux Archives nationales à la date d'expiration de la période de conservation. Les propositions et les nominations rejetées sont détruites deux (2) ans après la dernière utilisation à des fins administratives.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** CSC CECOM 010020  
**Enregistrement (SCT) :** 004033  
**Numéro de fichier :** SCC PPE 801

Code régissant les conflits d'intérêts et l'après-mandat de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)  
Divulguation interne d'information concernant des actes fautifs au travail  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

Fichiers de renseignements  
personnels particuliers

**Dossiers sur l'évaluation de la tuberculose**  
**Description :** Ce fichier est entretenu par l'Agence de santé publique du Canada (ASPC) et renferme certains types, ou tous les types, de renseignements suivants : renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale sur la tuberculose, symptômes de la tuberculose, documentation ayant trait aux examens cutanés Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir. Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correctionnel du Canada (SCC) ou de l'ASPC/Santé Canada, ou à l'infirmi(è)re du Programme de santé au travail et de sécurité du publique de Santé Canada en service à Santé Canada.

**Catégorie de personnes :** Employés actuels et anciens du SCC.

**But :** Le but de ce fichier est de conserver des dossiers sur toutes les évaluations de la tuberculose sur les employés du SCC, d'exercer un contrôle sur la mise en oeuvre des mesures de suivi et de prévention de la tuberculose, et fournir des données statistiques en matière de décisions scientifiques.

**Usages compatibles :** Les renseignements peuvent servir à l'intérieur à des fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques, et pour

des vérifications internes. Les renseignements peuvent aussi être remis à des représentants des provinces oeuvrant dans le domaine de la santé et de Santé Canada.

**Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers sont conservés pendant cinq ans suivant la dernière évaluation. Lorsque survient l'expiration de la période de conservation, certains de ces dossiers sont alors placés sous la garde des Archives nationales du Canada aux fins des archives et les autres sont détruits.

**No. ADD :** 98/023

**Renvoi au dossier # :** CSC COP 180

**Enregistrement (SCT) :** 003906

**Numéro de fichier :** SCC PPE 806

**Prix et distinctions honorifiques**  
**Description :** Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor.

**Catégorie de personnes :** Employés du Service correctionnel du Canada.

**But :** Ce fichier a pour but de conserver des dossiers sur l'identifier les employés du SCC qui sont candidats à des distinctions honorifiques ou qui les ont reçus.

**Usages compatibles :** Organismes chargés de l'application des lois, autorités provinciales. Descrivez les renseignements peuvent servir à l'intérieur à des fins de gestion des programmes. Les renseignements peuvent aussi être remis à des organismes américains chargés de l'application des lois, autorités provinciales et le Bureau du Secrétaire du Gouverneur général pour une proposition de candidatures à des prix et/ou des distinctions honorifiques.

**Normes de conservation et de destruction :** Les

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

**Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation.

**No. ADD :** 2003/007, 2001/026.

**Renvoi au dossier # :** SRS SDS 050

**Enregistrement (SCT) :** 002146

**Numéro de fichier :** SRS PPE 819



ainsi que des renseignements sur la discipline et les cotes de sécurité. La plupart des renseignements concernant ces sujets se trouvent toutefois dans divers autres fichiers.

**Catégorie de personnes :** Employés du SCRS et certains candidats à un poste (ex., pour ce qui est des renseignements touchant les langues officielles).

**But :** Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel.

**Usages compatibles :** Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont

coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la dotation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la rémunération et aux avantages sociaux, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotes de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à la Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants : Système d'information des titulaires, Système de rapports sur les congés, Système de rapports sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des employés, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de données sur les postes et Système informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique et de Secréariat du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec

d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est confié par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers des employés du SCRS sont conservés par le Service au moins jusqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives; au terme de cette période, le SCRS transfère le dossier à la Bibliothèque et Archives Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont détruits. Les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement sont conservés pour cinq ans après la terminaison d'emploi puis ils sont examinés en vue de leur retrait.

**No. ADD :** 95/005, 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 003784  
**Numéro de fichier :** SRS PPE 808

#### Voyages et réinstallations

**Description :** Ce fichier renferme les

autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés.

**Catégorie de personnes :** Employés du SCRS.

**But :** Ce fichier a pour but d'émagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS.

**Usages compatibles :** Administrer les fonctions

touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.



psychologiques ou médicaux peuvent le faire en présence d'un préposé désigné. Les instructions sur la façon de communiquer avec celui-ci leur sont données pendant le processus d'examen des demandes, à moins que les candidats précisent qu'ils ne souhaitent pas connaître les résultats de leurs tests.

**Catégorie de personnes :** Les employés du SCRS. **But :** Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé; présenter des recommandations lorsque la santé constitue un critère déterminant eu égard à la dotation d'un poste; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance; et évaluer les qualités et les compétences particulières des candidats par rapport aux qualités souhaitées pour certaines fonctions.

**Usages compatibles :** L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux; être utilisée par des médecins pour poursuivre un traitement ou par un médecin qui préside l'examen des dossiers de santé; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions; être utilisée à des fins de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers sont conservés jusqu'à ce que l'employé atteigne 90 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis à la Bibliothèque et Archives Canada; les autres doivent être détruits.

**No. ADD :** 2003/007, 95/005, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 003300  
**Numéro de fichier :** SRS PPE 827

**Services du personnel du SCRS**  
**Description :** Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le code d'identification de dossier personnel; l'adresse personnelle; la citoyenneté; des renseignements sur les études (relevés de notes, certificats et diplômes); des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les

demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme; des renseignements sur les emplois antérieurs alloués qu'à la Fonction publique; les curriculum vitae et les références; l'emplacement des organismes concernés; les nominations et les mutations; les évaluations du rendement, y compris le niveau de rendement de l'employé (habiletés, aptitudes, réalisations et intérêts); et les évaluations, à l'interne et à l'externe, de leurs aptitudes en gestion; les promotions et les rétrogradations; les périodes d'emploi; notamment les stages, les mises à pied et la durée d'emploi; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; ainsi que des informations sur les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'arme à feu nécessaires pour occuper le poste; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. À cet égard, les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qui les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier renferme aussi des résumés de décisions concernant la dotation; les présences et les congés, y compris les registres des congés et des présences et les certificats médicaux pour les congés de maladie; des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour raisons médicales; des données sur la planification de la relève, la formation et le perfectionnement; des décisions concernant les indemnités et l'aptitude au travail;



la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrest et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les documents relatifs aux taux de rémunération, aux heures travaillées, les autres documents d'usage ainsi que la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, sont examinés en vue de leur retrait deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'État ou exécuter des ordonnances de saisie-arrest ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrées et l'ordonnance de saisie-arrest ou de distraction ne soit plus en vigueur. Les autres documents qui se rapportent à la rémunération sont conservés jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après sont décès, pourvu que deux ans soient écoulés depuis la dernière utilisation du dossier pour fins administratives.

**No. ADD :** 2003/007, 95/005, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002130  
**Numéro de fichier :** SRS PPE 823

**Santé et sécurité au travail**

**Description :** Ce fichier comprend des dossiers sur les blessures au travail et des rapports sur la santé au travail. Ces documents sont conservés par le SCRS aux Services de santé. Ce fichier contient également des renseignements sur le Comité de santé et de sécurité au travail. Développement des ressources humaines Canada ou l'organisme provincial responsable conservent les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC

PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814.

**Catégorie de personnes :** Employés du SCRS. **But :** Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de santé et de sécurité au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la santé et à la sécurité au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de santé et de sécurité au SCRS.

**Usages compatibles :** Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers médicaux d'un individu sont conservés par le Service au moins jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après son décès, pourvu que deux ans se soient écoulés depuis la dernière utilisation du dossier pour fins administratives.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002140  
**Numéro de fichier :** SRS PPE 813

**Services de santé**

**Description :** Ce fichier renferme des dossiers sur les blessures au travail ainsi que des évaluations sur la santé au travail. Les employés qui désirent prendre connaissance des résultats de leur tests

gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant 12 ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont transférées aux Archives nationales si les suggestions des employés ont mené à des changements importants au niveau des politiques.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002152  
**Numéro de fichier :** SRS PPE 822

**Programmes d'équité en matière d'emploi et du multiculturalisme**

**Description :** Ce fichier contient des renseignements personnels sur les employés et certaines initiatives d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom et s'ils sont autochtones, handicapés ou font partie d'une minorité visible.

**Catégorie de personnes :** Employés du Service. Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi

sur l'équité en matière d'emploi et la Loi sur la protection des renseignements personnels.

**Usages compatibles :** Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les dossiers sur l'équité en matière d'emploi sont conservés au moins deux ans, puis ils sont examinés en vue de leur retrait. Les données contenues dans ce fichier peuvent également servir à des fins de vérification.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002133  
**Numéro de fichier :** SRS PPE 824

**Rémunération et avantages sociaux**

**Description :** Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé.

**Catégorie de personnes :** Employés de l'institution. Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier, toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

**Usages compatibles :** Permettre la vérification et



conservés pendant trois ans après le règlement définitif du différend, puis ils sont examinés en vue de leur retrait.

**No. ADD :** 2003/007, 2001/026.

**Renvoi au dossier # :** SRS SDS 050

**Enregistrement (SCT) :** 002143

**Numéro de fichier :** SRS PPE 816

### Harèlement et discrimination en milieu de travail

**Description :** Ce fichier contient la

correspondance relative aux plaintes de

harèlement et/ou de discrimination; les rapports

d'entrevue avec les plaignants et les présumés

harceleurs; les rapports d'entrevue avec les

témoins des incidents; les récapitulations des

enquêtes faites par la direction; les analyses des

événements et les décisions prises au sujet

d'incidents donnés. Ces renseignements doivent

constituer un dossier distinct et ne pas être versés

dans le dossier personnel du plaignant.

Lorsqu'une mesure disciplinaire est prise à la suite

d'une enquête, ils doivent être transférés dans le

fichier des mesures disciplinaires.

**Catégorie de personnes :** Employés de l'institution.

**But :** Consigner les renseignements nécessaires

pour traiter les plaintes de harcèlement et/ou

discrimination en milieu de travail, pour établir qu'il

s'agit vraiment d'un cas de harcèlement et/ou

discrimination et, dans l'affirmative, pour

déterminer les mesures appropriées, y compris les

mesures disciplinaires, qu'il convient de prendre

pour mettre fin à cette situation.

**Usages compatibles :** Étayer les décisions prises

à la suite de l'enquête et de l'analyse relatives à la

plainte.

**Normes de conservation et de destruction :** Les

dossiers sont examinés en vue de leur retrait deux

ans après la date de la dernière mesure

administrative qui a été prise.

**No. ADD :** 2003/007, 2001/026

**Renvoi au dossier # :** SRS SDS 050

**Enregistrement (SCT) :** 003298

**Numéro de fichier :** SRS PPE 825

### Mécanisme de recours lié à la classification

**Description :** Ce fichier contient les demandes de

recours des employés du SCRS liées à la

classification de leurs postes, les accusés de

réception, le rapport du Comité de recours, les

avis de décision et toute information personnelle

relative à la résolution du grief. Pour que

l'information puisse être repérée, il faut inscrire les

numéros des postes et les dates des demandes

de recours.

**Catégorie de personnes :** Employés du SCRS.

**But :** Faciliter l'accès aux renseignements

personnels recueillis dans le cadre des procédures

de recours liées à la classification.

**Usages compatibles :** Les renseignements

contenus dans ce fichier peuvent servir à résoudre

les griefs ultérieurs ou les appels relatifs à la

classification. Ils peuvent aussi être utilisés à des

fins de recherche, de planification, de vérification

et de statistiques.

**Normes de conservation et de destruction :** Les

dossiers sont détruits cinq ans après la dernière

mesure administrative qui a été prise.

**No. ADD :** 2003/007, 2001/026.

**Renvoi au dossier # :** SRS SDS 050

**Enregistrement (SCT) :** 003631

**Numéro de fichier :** SRS PPE 830

### Primes d'encouragement et distinctions

**Description :** Le fichier contient des

renseignements sur les employés qui ont été

nommés pour des primes, dans le cadre du

Régime des primes d'attestation du mérite du

SCRS ainsi que sur ceux qui ont bénéficié d'une

bourse du SCRS. Ces renseignements peuvent

comprendre des curriculum vitae, des descriptions

à l'appui de contributions méritoires concernant

leurs fonctions, ou des suggestions pour améliorer

des opérations de la Fonction publique ou du

SCRS, ainsi que des rapports de

recommandations, dûment remplis, concernant

soit la prime au mérite ou la prime à l'initiative. Ce

fichier renferme également des renseignements

sur les employés dont on a étudié le dossier en

vue de leur décerner la Prime de longs services ou

le Prix Sir William Stephenson.

**Catégorie de personnes :** Les employés du

SCRS, dont la candidature a été proposée ou qui

ont participé aux programmes des primes

d'encouragement et des distinctions du SCRS, au

Régime des primes d'attestation du mérite des

employés du SCRS, ainsi que ceux qui ont

demandé la bourse Sir William Stephenson.

**But :** Le fichier a pour but de répertorier les

personnes admissibles à une prime ou à une

distinction dans le cadre des programmes du

SCRS ou du Régime des primes d'attestation du

mérite des employés du SCRS, ou admissibles à

la Bourse Sir William Stephenson.

**Usages compatibles :** Les renseignements

contenus dans ce fichier sont utilisés pour établir

des précédents au sujet des primes et pour vérifier

à rebours les dépenses de fonds. Ce fichier peut

être utilisé comme source d'information ou pour

les liaisons avec les autres établissements

gestion, de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Tous les dossiers sont transférés aux Archives nationales après 12 ans, en prenant soin d'enlever le nom des individus concernés.

**No. ADD :** 2003/007, 2001/026.

**Renvoi au dossier # :** SRS SDS 040

**Enregistrement (SCT) :** 002761

**Numéro de fichier :** SRS PPE 832

**Formation et perfectionnement**

**Description :** Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations; le numéro de dossier personnel; les résultats des examens et les certificats; les relevés de paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parraïnés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier Services du personnel du SCRS, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

**Catégorie de personnes :** Employés du SCRS.

**But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS.

**Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information

des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme d'avancement professionnel des agents de renseignements; Système sur les congés sans solde; et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers concernant les griefs et l'arbitrage sont

des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme d'avancement professionnel des agents de renseignements; Système sur les congés sans solde; et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers concernant les griefs et l'arbitrage sont

des titulaires; Système Versements/Retenues; Système de rapports sur les langues officielles; Programme d'avancement professionnel des agents de renseignements; Système sur les congés sans solde; et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers concernant les griefs et l'arbitrage sont



**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002142  
**Numéro de fichier :** SRS PPE 815

**Dotation**  
**Description :** Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordonnateur relatifs au répertoire des ressources humaines; les demandes d'emploi; les listes de candidats; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qui les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

**Catégorie de personnes :** Employés du SCRS.  
**But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS.

**Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, donner le numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information ou comme lien pour les fichiers suivants : Système d'information des titulaires; Système de versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés

sans solde; Système de collecte de données sur les postes; et le fichier des systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers sont conservés au moins deux ans après l'expiration de la liste d'admissibilité utilisée pour combler un poste ou deux ans après toute mesure administrative, puis ils sont examinés en vue de leur retrait.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002136  
**Numéro de fichier :** SRS PPE 809

**Enquêtes sur les agissements illicites**  
**Description :** Ce fichier renferme les allégations, les rapports d'enquête, les comptes rendus d'entrevue, les rapports à la Sécurité publique et Protection civile Canada et la correspondance connexe, qui ont été recueillies ou préparées, conformément au paragraphe 20(2) de la Loi sur le Service canadien du renseignement de sécurité, sur les activités d'employés du SCRS qui ont peut-être agi illicitement dans l'exercice de leurs tâches et de leurs fonctions pour le Service, conformément à la Loi sur le SCRS.

**Catégorie de personnes :** Personnes visées par des enquêtes menées en vertu du paragraphe 20(2) de la Loi sur le SCRS.

**But :** Enquêter sur les allégations d'agissements illicites de la part d'employés du SCRS et prendre les mesures correctives nécessaires.

**Usages compatibles :** Les renseignements contenus dans ce fichier peuvent être communiqués au Procureur général du Canada, à l'organisme compétent responsable de l'application de la loi au besoin et au Comité de surveillance des activités de renseignement de sécurité ou à l'Inspecteur général. Ils peuvent également être utilisés quand il faut prendre des mesures disciplinaires liées à la conduite des employés, en vertu de la Loi sur le SCRS, ou quand le Service juge nécessaire de les communiquer aux autorités ou aux personnes compétentes. Ils peuvent aussi servir à des fins de

**Conflits d'intérêts**  
**Description :** Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions.

**Catégorie de personnes :** Employés du SCRS.

**But :** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé.

**Usages compatibles :** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification.

**Normes de conservation et de destruction :** Le SCRS conserve ces documents pendant la durée d'emploi, puis deux ans, puis ils sont examinés en vue de leur retrait.

**No. ADD :** 2003/007, 2001/026  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 003299  
**Numéro de fichier :** SRS PPE 826

**Cotes de sécurité (Antérieurement autorisations sécuritaires)**  
**Description :** Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance

sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'emploi.

**Catégorie de personnes :** Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale ou personnes qui ont reçu des cotes de sécurité grâce au parrainage du SCRS.

**But :** Ce fichier vise à consigner des renseignements concernant l'établissement de la cote de sécurité s'appliquant à l'employé et aux personnes visées par la rubrique "Catégorie de personnes" ci-dessus, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service.

**Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS, et sont détruits au bout de sept ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins dix ans, puis détruites.

**No. ADD :** 95/005, 2001/026



**No. ADD :** 2003/007, 2001/026  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002141  
**Numéro de fichier :** SRS PPE 814

**Aide aux employés**  
**Description :** Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport volontaire, les dossiers de mise en rapport avec des professionnels de la santé et les rapports et la correspondance provenant de ces derniers.

**Catégorie de personnes :** Employés et anciens employés, leurs partenaires et membres de la famille immédiate.

**But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés.

**Usages compatibles :** Étayer les décisions de nature administrative ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers sont conservés au moins deux ans après la dernière action administrative, puis ils sont examinés en vue de leur retrait.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002147  
**Numéro de fichier :** SRS PPE 820

**Association des employés**  
**Description :** Ce fichier contient des renseignements sur les employés du SCRS et renferme des documents ou des données concernant le règlement des plaintes, des griefs et/ou des mesures disciplinaires.

**Catégorie de personnes :** Tous les employés non syndiqués, y compris les employés nommés pour une période déterminée qui sont en poste depuis six mois, à l'exception des employés du cadre de gestion dans le cas où la période de conservation dépasserait leur date d'entrée dans ce cadre.

**But :** Tenir des dossiers sur la représentation des employés lors du règlement de leurs plaintes ou de leurs griefs, y compris des dossiers touchant l'application des politiques de Ressources humaines et l'aide aux employés faisant face à des mesures disciplinaires.

**Usages compatibles :** Réserve à l'administration

au sein de l'Association des employés.  
**Normes de conservation et de destruction :** Conformément au Règlement sur la protection des renseignements personnels, les données sont conservées pour au moins deux ans une fois épuisées toutes les voies de recours, la demande écrite de l'employé concerné, les documents peuvent être détruits immédiatement.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 003970  
**Numéro de fichier :** SRS PPE 831

**Conduite et mesures disciplinaires**  
**Description :** Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi; les témoignages; les opinions juridiques; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires sont joints au dossier de rendement de l'employé.

**Catégorie de personnes :** Employés du SCRS autres que les personnes nommées ou détachées au Service.

**But :** Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures.

**Usages compatibles :** Étayer les décisions relatives à la rémunération et aux avantages sociaux; aux présences et aux congés; à la sécurité interne; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Les dossiers sont examinés en vue de leur retrait deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit.

**No. ADD :** 2003/007, 2001/026.  
**Renvoi au dossier # :** SRS SDS 050  
**Enregistrement (SCT) :** 002144  
**Numéro de fichier :** SRS PPE 817

# Service canadien du renseignement de sécurité

Chapitre 143

## Fichiers de renseignements personnels particuliers

### Accidents d'automobile, de bateau, d'embarcation et d'avion

**Description :** Ce fichier contient des rapports sur les accidents; des réclamations pour les

dommages subis; des décisions du tribunal; des transactions de règlement et la correspondance concernant des accidents survenus à des

véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des

véhicules, bateaux, embarcations et avions privés utilisées à des fins professionnelles. Ce fichier renferme également les demandes de paiement à

titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations

de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche

dans le système d'information.

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

ils servent aussi à des fins statistiques. **Normes de conservation et de destruction :** À déterminer.

**No. ADD :** À déterminer

**Renvoi au dossier # :** SCT DOP 920

**Enregistrement (SCT) :** 005067

**Numéro de fichier :** SCT PPE 805

- Cartes d'identification et laissez-passer
- Code de valeurs et d'éthique de la fonction publique
- Dossier personnel d'un employé
- Dotation
- Équité en matière d'emploi
- Évaluation du rendement
- Formation et perfectionnement
- Griets
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Vérification de la fiabilité

### Catégorie de personnes : Les employés du SCRS victimes d'accidents d'automobile, de

bateau, d'embarcation ou d'avion et ceux qui ont

fait une demande de paiement à titre gracieux.

**But :** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents

d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS.

**Usages compatibles :** Déterminer la responsabilité des accidents et approuver le

règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et

servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

**Normes de conservation et de destruction :** Deux ans après l'accident s'il n'y a pas eu de

réclamation ou de poursuite contre la Couronne. Dans les cas qui résultent en une réclamation, les

documents sont examinés en vue de leur retrait six ans après sa conclusion. Les documents qui

portent sur les poursuites contre la Couronne sont examinés en vue de leur retrait dix ans après la conclusion desdites poursuites



une décision prise dans un autre domaine. En ce qui a trait au cas susmentionné, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé(e) et de l'employeur.

**Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

**Normes de conservation et de destruction :** L'organisme employeur conserve les documents pendant un an après la fin de la période d'emploi, puis il les confie au Centre fédéral de documents, Région de la Capitale nationale, Bibliothèque et Archives Canada. Les documents sont détruits par Bibliothèque et Archives Canada lorsque l'employé a 80 ans, pourvu que deux années se soient écoulées depuis la dernière mesure administrative inscrite au dossier.

**No. ADD :** 98/005  
**Renvoi au dossier # :** SCT BRGH 390  
**Enregistrement (SCT) :** 004392  
**Numéro de fichier :** SCT PPE 800

**Plaintes – Commission canadienne des droits de la personne**

**Description :** Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour But d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

**Catégorie de personnes :** Les renseignements

du fichier se rapportent aux personnes qui logent une plainte contre le conseil du Trésor auprès de la Commission canadienne des droits de la personne.

**But :** Ce fichier a pour But d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor.

**Usages compatibles :** Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

**Normes de conservation et de destruction :** Les plaintes général reçues à la Commission des droits de la personne sont conservées pendant 10 ans après quoi elles sont détruites. Les plaintes liées à l'assurance-invalidité sont conservées pendant 20 ans après quoi elles sont détruites. Les plaintes visant le régime de soins de santé de la fonction publique doivent être déterminées. Les plaintes portant sur le Régime d'assurance pour les cadres de gestion de la fonction publique doivent être déterminées. Les plaintes liées aux pensions sont conservées pendant 25 ans et puis transférées à Bibliothèque et Archives Canada. Les plaintes relatives à la rémunération visant le travail à valeur égale sont conservées pendant 10 ans après quoi elles sont détruites. Les plaintes issues du groupe de soins infirmiers sont conservées pendant 25 ans et puis transférées à Bibliothèque et Archives Canada. Les plaintes portant sur le groupe des services hospitaliers sont conservées pendant 25 ans après quoi elles sont détruites. Les plaintes relatives aux congés de maternité sans rémunération doivent être déterminées.

**No. ADD :** 93/031,94/011  
**Renvoi au dossier # :** SCT HRMO 505  
**Enregistrement (SCT) :** 005050  
**Numéro de fichier :** SCT PPE 803

**Programme d'affectations ministérielles**

**Description :** Le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale.

**Catégorie de personnes :** Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères.

**But :** Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de

détruits. Les documents jugés historiques sont transférés à Bibliothèque et Archives Canada après 25 ans.

**No. ADD :** 93/031

**Renvoi au dossier # :** TBS HRMO 380

**Enregistrement (SCT) :** 005064

**Numéro de fichier :** SCT PCE 799

## Fichiers de renseignements personnels particuliers

### Cartes d'identification et laissez-passer

**Description :** Ce fichier contient des photographies, des signatures, des noms et

prénoms, ainsi que des numéros de laissez-passer pour les employés du SCTet du ministère des

Finances et de l'AGRHHFPC ainsi que pour les personnes qui doivent régulièrement venir sur les

lieux du SCTet du ministère des Finances Et de l'AGRHHFPC. Le fichier contient aussi de

l'information relative à l'accès/l'évacuation des emplacements. Les renseignements pour les

cartes d'identification/laissez-passer sont recueillis par un bulletin de souscription et gardés dans un

fichier automatisé. On peut accéder à l'information en fournissant le nom au complet ou le numéro du

laissez-passer. Le fichier contient aussi des renseignements en ce qui a trait à l'accès ou

l'évacuation de certains emplacements. Ces renseignements sont recueillis par les moyens

sujavants : formulaires d'identification, correspondance et vidéocassette ou caméra.

**Catégorie de personnes :** Les employés du SCTet du ministère des Finances et de l'AGRHHFPC

ou d'autres ministères qui travaillent ou visitent les emplacements du SCT et du ministère des

Finances et de l'AGRHHFPC-ainsi que les entrepreneurs qui accèdent l'édifice régulièrement.

**But :** Ce fichier a pour But de tenir l'information relative à la délivrance, annulation et utilisation des

cartes d'identification et laissez-passer. Pour des raisons de sécurité ces cartes sont utilisées pour

contrôler l'accès à l'édifice, à certaines zones de l'édifice ; elles fournissent aussi une sécurité aux

occupants et biens de l'immeuble.

**Usages compatibles :** Pour des raisons de sécurité, les renseignements sont utilisés pour :

contrôler l'accès et l'évacuation de certains immeubles, fournir la sécurité aux employés ainsi qu'aux biens immobiliers, produire des rapports

d'analyse statistique ou pour investigation d'incidents ainsi que la délivrance de cartes d'identification et laissez-passer.

**Normes de conservation et de destruction :** La



**Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)**

**Description :** Ce fichier contient des renseignements sur les personnes qui font ou qui ont fait partie, au gouvernement fédéral, de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP) et dont la candidature a été proposée pour l'attribuer un prix d'excellence de la communauté AIPRP. Les renseignements peuvent comprendre le curriculum vitae, la justification de la contribution méritoire liée aux fonctions ou aux réalisations du candidat, conformément aux critères d'attribuer un prix d'excellence de la communauté AIPRP.

**Catégorie de personnes :** Tous les employés passés et actuels de la communauté AIPRP ou toute autre personne mise en candidature pour l'attribuer un prix d'excellence de la communauté AIPRP.

**But :** Le fichier a pour but de tenir un registre de toutes les personnes mises en candidature et/ou sélectionnées pour l'attribuer un prix d'excellence de la communauté AIPRP, et à fournir une piste de vérification pour le processus de sélection.

**Normes de conservation et de destruction :** À déterminer.

**No. ADD :** À déterminer.

**Renvoi au dossier # :** SCT SOG 001

**Enregistrement (SCT) :** 005082

**Numéro de fichier :** SCT PCE 704

**Prolongation du délai pour présenter un grief**

**Description :** Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. Il peut contenir le nom des employés.

**Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs.

**But :** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs.

**Usages compatibles :** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence.

**Normes de conservation et de destruction :** Conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons ont été transférés à Bibliothèque et Archives Canada pour être conservés.

**No. ADD :** 94/011

**Renvoi au dossier # :** SCT BRGH 470

**Enregistrement (SCT) :** 001744

**Numéro de fichier :** SCT PCE 740

**Régimes de pensions spéciaux**

**Description :** Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants.

**Catégorie de personnes :** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenants-gouverneurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés.

**But :** Ce fichier sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension nommées à la section "Catégorie de personnes" ci-dessus.

**Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CFF PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chémises cartonnées sur les pensions de retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Conservés pendant 75 ans après quoi ils sont

Forces canadiennes et à la Loi sur la continuation de la pension des services de défense.

**But :** Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique.

**Usages compatibles :** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en œuvre et évaluer les politiques du gouvernement sur la pension. Ce fichier peut servir de source d'information ou de liaison entre les fichiers suivants : Système d'information sur les titulaires, le fichier des systèmes informatisés statistiques (CFP PCE 761) de la Commission de la fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la fonction publique (ASC PCE 701), les chemises cartonnées sur les pensions de retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Conservés pendant 75 ans après quoi ils sont détruits. Les dossiers jugés historiques sont transférés Bibliothèque et Archives Canada après 25 ans.

**No. ADD :** 93/031

**Renvoi au dossier # :** SCT BRGH 380

**Enregistrement (SCT) :** 005062

**Numéro de fichier :** SCT PCE 789

**Plaintes des agents négociateurs**

**Description :** Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants, et peut contenir les normes des plaignants.

**Catégorie de personnes :** Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au norm desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées.

**But :** Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique.

**Usages compatibles :** Il sert à fournir de l'information générale pour des recherches. **Normes de conservation et de destruction :** Conservés pendant dix ans après quoi ils sont détruits. Certains échantillons ont été transférés à Bibliothèque et Archives Canada pour être conservés.

**No. ADD :** 94/011

**Renvoi au dossier # :** SCT BRGH 470

**Enregistrement (SCT) :** 001961

**Numéro de fichier :** SCT PCE 728

**Présentations au Conseil du Trésor**

**Description :** Ce fichier peut contenir des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention.

**Catégorie de personnes :** Ces renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant. **But :** Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministères et organismes au sujet des employés actuels et antérieurs d'une institution gouvernementale.

**Normes de conservation et de destruction :** Conservés pendant 3 ans et ensuite transférés à Bibliothèque et Archives Canada pour être conservés.

**No. ADD :** 97/028

**Renvoi au dossier # :** SCT PCS 015

**Enregistrement (SCT) :** 003562

**Numéro de fichier :** SCT PCE 802



cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique

concernant les voyages.

**Usages compatibles** : Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages.

**Normes de conservation et de destruction** :

Conservés pendant 10 ans après quoi ils sont détruits.

**No. ADD** : 93/31

**Renvoi au dossier #** : SCT BRGH 085

**Enregistrement (SCT)** : 002570

**Numéro de fichier** : SCT PCE 803

#### Griets

**Description** : Ce fichier contient des

renseignements sur les griets soumis à l'arbitrage mais retiré par les employés qui les ont présentés et peut contenir les noms des plaignants.

**Catégorie de personnes** : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction

publique) qui ont renvoyé leurs griets à l'arbitrage. **But** : Ce fichier a pour objet de tenir un registre des griets soumis à l'arbitrage qui ont été retirés qu'ils

aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage.

**Usages compatibles** : Les renseignements servent à fournir de l'information générale pour des recherches.

**Normes de conservation et de destruction** :

Conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons ont été transférés

Bibliothèque et Archives Canada pour être conservés.

**No. ADD** : 94/011

**Renvoi au dossier #** : SCT BRGH 470

**Enregistrement (SCT)** : 005055

**Numéro de fichier** : SCT PCE 750

#### Griets du Conseil national mixte

**Description** : Ce fichier renferme des

renseignements sur les griets présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griets sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du

griet mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de

remboursement de frais, les activités liées à la

recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant. **Catégorie de personnes** : Les employés des ministères et organismes fédéraux énumérés aux

parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griets au dernier palier, soit le Comité d'administration du CNM.

**But** : Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 –

Règlement des griets), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griets déposés au CNM par les employés.

**Usages compatibles** : Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas

actuels en vue de déterminer s'il existe un précédent.

**Normes de conservation et de destruction** :

Conservés pour une période de 10 ans et ensuite transférés Bibliothèque et Archives Canada pour être gardés.

**No. ADD** : 94/011

**Renvoi au dossier #** : SCT BRGH 015

**Enregistrement (SCT)** : 002569

**Numéro de fichier** : SCT PCE 770

#### Pension de la Fonction publique – cas

**Description** : Ce fichier renferme des

renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu.

**Catégorie de personnes** : Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la

Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des

Fichiers de renseignements  
personnels centraux

**Accréditation**

**Description :** Ce fichier a pour objet de tenir un

registre précis de chaque unité de négociation et

chaque accréditation, ré-accréditation et

désaccréditation d'agent négociateur

conformément à la Loi sur les relations de travail

dans la Fonction publique.

**Catégorie de personnes :** Tous les employés de

la Fonction publique (Annexe 1 de la Partie 1 de la

Loi sur les relations de travail dans la Fonction

publique), à qui s'applique le processus de

négociation collective.

**But :** Ce fichier a pour objet de tenir un registre

précis de chaque accréditation d'agent négociateur

dans les limites des exigences de l'Annexe 1 de la

Partie 1 de la Loi sur les relations de travail dans

la Fonction publique ainsi qu'un registre des

positions exclus. Il contient des renseignements

sur les décisions de la Commission des relations

de travail dans la Fonction publique, les demandes

des agents négociateurs, la position des

intervenants, les listes des positions exclus, et les

observations de l'employeur.

**Usages compatibles :** Ce fichier sert à fournir de

l'information générale pour des recherches.

**Normes de conservation et de destruction :**

Conservés pendant 10 ans après quoi ils sont

détruits.

**No. ADD :** 94/011

**Renvoi au dossier # :** SCT DRT 445

**Enregistrement (SCT) :** 001960

**Numéro de fichier :** SCT PCE 722

**Arbitrage – Renvois en vertu de l'article 92**

**Description :** Ce fichier contient des

renseignements sur les griefs soumis à l'arbitrage

et les décisions connexes de la Commission des

relations de travail dans la Fonction publique.

**Catégorie de personnes :** Tous les employés de

la Fonction publique (Annexe 1 de la Partie 1 de la

Loi sur les relations de travail dans la Fonction

publique) qui ont renvoyé leurs griefs à l'arbitrage.

**But :** Ce fichier a pour objet de tenir un registre

des décisions d'arbitrage avec les griefs connexes.

**Usages compatibles :** Il sert également à fournir

de l'information générale pour des recherches.

**Normes de conservation et de destruction :**

Conservés pendant 10 ans après quoi ils sont

détruits. Certains échantillons ont été transférés à

Bibliothèque et Archives Canada pour être conservés.

**No. ADD :** 94/011

**Renvoi au dossier # :** SCT BGRH 440

**Enregistrement (SCT) :** 001958

**Numéro de fichier :** SCT PCE 705

**Arbitrage – Renvois en vertu des articles 98 et**

**99 (LRTFP)**

**Description :** Ce fichier contient des

renseignements sur les renvois effectués par

l'employeur ou par l'agent négociateur en vertu de

l'article 99, LRTFP, et les décisions de la CRTFP.

**Catégorie de personnes :** Tous les employés de

la Fonction publique (Annexe 1 de la Partie 1 de la

Loi sur les relations de travail dans la Fonction

publique) au nom desquels les renvois ont été

soumis.

**But :** Ce fichier a pour But de maintenir un registre

des dossiers sur les renvois effectués par

l'employeur ou par les agents négociateurs

conformément à la Loi sur les relations de travail

dans la Fonction publique afin de faire exécuter

une obligation qu'on prétend découler de la

convention collective ou de la décision arbitrale.

**Usages compatibles :** Il permet également de

fournir de l'information générale pour des

recherches.

**Normes de conservation et de destruction :**

Conservés pendant 10 ans après quoi ils sont

détruits. Certains échantillons ont été transférés

Bibliothèque et Archives Canada pour être

conservés.

**No. ADD :** 94/011

**Renvoi au dossier # :** SCT BRGH 440

**Enregistrement (SCT) :** 001959

**Numéro de fichier :** SCT PCE 706

**Exemption à la politique concernant les**

**voyages – cas particuliers**

**Description :** Ce fichier contient de la

correspondance du ministre et du Ministère, de la

documentation de base concernant les

présentations au Conseil du Trésor, des mémoires

au président, des lettres de décision et des notes

d'analystes concernant des cas particuliers de

demande d'exemption à la politique concernant les

voyages.

**Catégorie de personnes :** Toute personne



## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeur et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griets  
Harèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

**Renvoi au dossier # :** Scan NDP 926  
**Enregistrement (SCT) :** 002900  
**Numéro de fichier :** Scan PPE 802

**Dossiers des plaintes du Ministère (employés)**  
**Description :** Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires.  
**Catégorie de personnes :** Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique.  
**But :** Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre.

**Usages compatibles :** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de deux ans après leur dernier usage à des fins administratives et ils sont détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** Scan NDP 921  
**Enregistrement (SCT) :** 002748  
**Numéro de fichier :** Scan PPE 801

**Système de contrôle et d'imputabilité des années-personnes**  
**Description :** Ce fichier contient des renseignements, par individu, sur l'utilisation des années-personnes. Le numéro d'assurance sociale est utilisé à des fins de vérification et d'identification des individus et pour établir un lien entre l'information de ce fichier et celui du système ministériel d'information sur le personnel.

**Catégorie de personnes :** Ce fichier concerne les employés du Ministère.  
**But :** Ce fichier a pour but d'enregistrer les renseignements sur l'utilisation des années-personnes qui servent à la gestion interne et qui doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation des années-personnes est une responsabilité financière.

**Usages compatibles :** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de six ans et sont détruits par la suite.

**No. ADD :** 99/004  
**Renvoi au dossier # :** Scan NDP 914  
**Enregistrement (SCT) :** 002749  
**Numéro de fichier :** Scan PPE 804

ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier.

**Catégorie de personnes :** Les fonctionnaires

fédéraux.

**But :** Le but de ce fichier est de maintenir un dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Comité médical consultatif - Santé des fonctionnaires fédéraux.

**Usages compatibles :** Les renseignements sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Les renseignements contenus dans la banque sont également utilisés pour donner suite aux poursuites et aux plaintes formulées auprès de la Commission canadienne des droits de la personne au sujet des résultats des évaluations médicales de la santé au travail et des réponses des ministères employeurs pour régler un cas bien précis. Ayant rapport à SBS PCE 701.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition, professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

**No. ADD :** 99/022

**Renvoi au dossier # :** Scan HF14

**Enregistrement (SCT) :** 005086

**Numéro de fichier :** Scan PCE 702

**Dossiers médicaux de santé au travail**  
**Description :** Ce fichier contient une partie ou la totalité des renseignements suivants : rapports médicaux, psychiatriques, psychologiques et d'experts conseils; résultats et évaluations; analyses et rapports de laboratoire; dossiers d'immunisation; radiographies et rapports; autres rapports de techniques de diagnostic spécialisées; dossiers de traitement et de consultation. Des dossiers sur les dangers du milieu de travail et la surexposition peuvent aussi y figurer. Pour accéder aux renseignements, il faut fournir son nom au complet, sa date de naissance et l'endroit du dossier demandé.

**Catégorie de personnes :** Fonctionnaires fédéraux, anciens fonctionnaires, futurs fonctionnaires et, à certains endroits, peut comprendre les employés d'entreprises réglementées par le gouvernement fédéral qui ont passé un marché avec le Programme de santé au travail et de sécurité du public.

**But :** Ce fichier a pour but de maintenir les dossiers

de santé au travail des fonctionnaires fédéraux actuels et éventuels, notamment, sur la surveillance et de maintien des facteurs d'hygiène du travail et du milieu, les examens médicaux avant affectation, les bilans de santé périodiques, les évaluations de santé mentale, et les dossier de consultation. Les renseignements sont utilisés afin d'appuyer les évaluations de l'aptitude au travail, les décisions ou droits relatifs à la condition médicale, à la santé mentale, à l'emploi et à la pension.

**Usages compatibles :** Les renseignements peuvent être utilisés à l'interne à des fins de gestion de programme, de recherche, de planification, d'évaluation, de statistiques et de vérification interne. On peut partager les interprétations des évaluations avec d'autres ministères fédéraux, à condition d'en avoir obtenu l'autorisation au préalable.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition, professionnelle, examen médical avant affectation, bilan de santé périodique, dossiers d'immunisation ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

**No. ADD :** 99/022

**Renvoi au dossier # :** Scan HF14

**Enregistrement (SCT) :** 005087

**Numéro de fichier :** Scan PCE 701

## Fichiers de renseignements personnels particuliers

**Dossiers des exclusions pour des raisons confidentielles ou de gestion**

**Description :** Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division.

**Catégorie de personnes :** Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion.

**But :** L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective.

**Usages compatibles :** L'usage est compatible

avec le but mentionné à la partie 5.

**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite.

**No. ADD :** 98/005



# Santé Canada

Chapitre 141

## Fichiers de renseignements personnels centraux

**Dossiers des dispensaires**  
*Description* : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, conseil d'emploies perturbés, aiguillage et rapports d'audiogramme. Les renseignements demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé.

**Catégorie de personnes** : Santé des fonctionnaires fédéraux.

**But** : Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'emploies perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail.

**Usages compatibles** : Les renseignements

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

**Usages compatibles** : Aucun usage compatible n'est prévu pour ces renseignements.

**Normes de conservation et de destruction** : Les renseignements sont conservés pendant deux ans après la dernière utilisation à des fins administratives, puis détruits.

**No. ADD** : 98/055

**Renvoi au dossier #** : RNCAN SSI 790

**Enregistrement (SCT)** : 003332

**Numéro de fichier** : RNCAN PPE 813

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

peuvent être utilisés à l'intérieur aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

**No. ADD** : 99/022

**Renvoi au dossier #** : Scan HF14

**Enregistrement (SCT)** : 005077

**Numéro de fichier** : Scan PCE 703

**Comité médical consultatif - Santé des fonctionnaires fédéraux**  
*Description* : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à

complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu'une copie de tous les renseignements financiers nécessaires est détenue par le Bureau des services financiers.

**Normes de conservation et de destruction :** Les dossiers sont détruits six années financières après le dernier paiement de la saisie-arret ou après la dernière consultation à des fins administratives.

**No. ADD :** 98/001

**Renvoi au dossier # :** RNCAN SSI 765

**Enregistrement (SCT) :** 002313

**Numéro de fichier :** RNCAN PPE 803

**Système d'information sur la gestion de CANMET (FERMÉ)**

**Description :** Nom, numéro, code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. Communiquer avec la Directrice, Informatique, Direction de la politique, de la planification et des services, STME.

**Catégorie de personnes :** Employés du Secteur des minéraux et métaux.

**But :** Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde.

**Usages compatibles :** Fournir à la direction du Secteur des rapports pour identifier sans difficulté l'emplacement des biens du Secteur. L'accès à la base de données sera restreint par l'utilisation de mots de passe.

**Normes de conservation et de destruction :** Les renseignements sont conservés pendant deux ans après la dernière utilisation à des fins administratives, puis détruits.

**No. ADD :** 98/055

**Renvoi au dossier # :** RNCAN DEX 007

**Enregistrement (SCT) :** 003370

**Numéro de fichier :** RNCAN PPE 807

**Système du Ministère pour la gestion des installations assistée par ordinateur (Fermé)**

**Description :** Information relative aux locaux occupés par les employés, y compris le nom, le CIPD, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immuable, le numéro de pièce, le numéro de téléphone. Communiquer avec le Directeur, Planification stratégique, SSI-DBIES.

**Catégorie de personnes :** Employés du Ministère.

**But :** Les renseignements sont utilisés pour gérer le logement et établir des prévisions sur l'utilisation

**Renvoi au dossier # :** RNCAN SSI 790

**Enregistrement (SCT) :** 003309

**Numéro de fichier :** RNCAN PPE 811

**Réaménagement des effectifs – (FERMÉ)**

**Description :** Ce fichier se rapporte à des renseignements personnels sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. Communiquer avec le Chef, Réaménagement des effectifs, SSI-DSRH.

**Catégorie de personnes :** Ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation.

**But :** Ce fichier de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation.

**Usages compatibles :** Aucun usage compatible de ces renseignements n'est prévu.

**Normes de conservation et de destruction :** Les registres sont conservés pendant deux ans après le placement de l'employé, puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** RNCAN SSI 765

**Enregistrement (SCT) :** 003310

**Numéro de fichier :** RNCAN PPE 812

**Saisie de traitement et d'autres formes de rémunération**

**Description :** Ce fichier se rapporte aux renseignements qui concernent la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arret et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arret, les brefs de saisie-arret et d'autres documents connexes.

Communiquer avec la Conseillère en politique internationale et avantages sociaux, SSI-DSRH.

**Catégorie de personnes :** Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arret.

**But :** Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arret.

**Usages compatibles :** Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au ministère de la Justice en sa capacité d'agent désigné de la Couronne. À RNCAN, un dossier



## Logements de la Couronne

**Description :** Ce fichier contient de l'information

relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale et le nombre d'enfants. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. Communiquer avec la Directrice, Division de la gestion des affaires, SSI-DBIES.

**Catégorie de personnes :** Employés du Ministère.

**But :** Les renseignements dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers.

**Usages compatibles :** Relié au ministère des Travaux publics, fichier n° TPC PPU 020.

**Normes de conservation et de destruction :** Les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux,

puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** RNCAN SSI 730

**Enregistrement (SCT) :** 000408

**Numéro de fichier :** RNCAN PPE 802

## Module de prévisions salariales

**Description :** Ce fichier se rapporte aux renseignements relatifs au traitement et à l'utilisation des années-personnes classifiées par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. Communiquer avec le Gestionnaire, Systèmes financiers et formation, SSI-DGF.

**Catégorie de personnes :** Ces données touchent les employés du Ministère.

**But :** Ce fichier de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes.

Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère.

**Usages compatibles :** Ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur.

**Normes de conservation et de destruction :** Les registres sont conservés pendant six ans, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** RNCAN SSI 720

**Enregistrement (SCT) :** 003119

**Numéro de fichier :** RNCAN PPE 805

## Passeports et Visas

**Description :** Ce fichier est alimenté par le Bureau des passeports, Services ministériels, et est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. Communiquer avec le Gestionnaire, Opérations Comptables, SSI/DGF.

**Catégorie de personnes :** Employés du Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas.

**But :** L'information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère.

**Usages compatibles :** L'information peut être divulguée au MAECI et aux ambassades à l'étranger en vue de l'organisation de délégations qui se rendent dans des pays étrangers.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** RNCAN SSI 790

**Enregistrement (SCT) :** 003670

**Numéro de fichier :** RNCAN PPE 816

## Programme d'affectations – (FERMÉ)

**Description :** Ce fichier se rapporte à des renseignements personnels sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. Communiquer avec le Chef, Section de la dotation, SSI-DSRH.

**Catégorie de personnes :** Employés de la Fonction publique qui se sont inscrits au Programme.

**But :** Ce fichier sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme.

**Usages compatibles :** Aucun usage compatible n'est prévu pour ces renseignements.

**Normes de conservation et de destruction :** Les dossiers sont détruits trois ans après la fin de l'affectation.

**No. ADD :** 98/005

**Normes de conservation et de destruction :** Les registres sont conservés pendant deux ans après la dernière utilisation administrative, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** RNCAN SSI 765

**Enregistrement (SCT) :** 003308

**Numéro de fichier :** RNCAN PPE 810

**Fichier maître des détenteurs de cartes de crédit du Ministère**

**Description :** Ce fichier de renseignements se rapporte au système financier du Ministère qui

contient des renseignements au sujet des employés du Ministère ayant la garde d'une carte

d'achat du gouvernement, p. ex. Mastercard, Visa, etc. Les renseignements recueillis pour chaque

employé sont le numéro de compte de la carte de

crédit, le nom du détenteur de la carte et son

CIDP. Cette base de données est ensuite utilisée

par les détenteurs de carte pour l'enregistrement

et le rapprochement des achats qu'ils ont effectués

pour le Ministère au moyen de leur carte d'achat.

Comme mesure de protection, le CIDP est utilisé

en tant que numéro de compte de l'employé au

lieu du numéro de la carte de crédit pour la saisie

et la consultation des données. Le CIDP n'est par

affiché, imprimé ou diffusé pour d'autres raisons.

Communiquer avec le Gestionnaire, Systèmes

financiers et formation, SSI-DGF.

**Catégorie de personnes :** Les employés

autorisés du ministère.

**But :** Assurer que les achats effectués par les

employés pour le compte du Ministère sont

imputés aux bons comptes de carte de crédit.

**Usages compatibles :** Ces renseignements sont

utilisés pour comptabiliser les dépenses

ministérielles effectuées au moyen de carte

d'achats et préparer des rapports à leur sujet. Cela

comprend la préparation des Comptes publics, la

réponse aux demandes de renseignements

présentées par des vérificateurs, le Secrétariat de

l'AIPRP, le Parlement ou diverses unités du

Ministère, et la préparation de rapports sur les

dépenses. En cas de fraude, certains

renseignements pourraient être demandés par les

autorités chargées des enquêtes et divulgués à

ces dernières.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant 6 années

financières complètes, puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** RNCAN SSI 790

**Enregistrement (SCT) :** SCT 003657

**Numéro de fichier :** RNCAN PPE 817

ont besoin de renseignements pour exécuter leurs tâches obtiennent accès au système.

Communiquer avec le Chef d'équipe, Systèmes

d'information RH, SSI-DSRH.

**Catégorie de personnes :** Tous les employés de

Ressources naturelles Canada et les autres

personnes participant à des programmes financés

par le Ministère (Émérat, bourses de recherche,

stages pour les jeunes).

**But :** Gérer les ressources humaines de

Ressources naturelles Canada en tenant compte

des points énumérés sous la rubrique Description.

**Usages compatibles :** Ces renseignements

peuvent être utilisés afin de compiler des données

regroupées afin d'assurer la conformité aux

normes de recrutement et d'emploi comme la Loi

sur l'équité en matière d'emploi; de créer des listes

de personnes-ressources pour les stratégies de

continuité des opérations, la prévision des budgets

et des coûts et la planification de l'attrition.

**Normes de conservation et de destruction :** Les

données sont continuellement tenues et mises à

jour. Elles sont sauvegardées quotidiennement et

stockées chaque mois pour une période d'un an,

mais sont accessibles en tout temps. Les

renseignements sauvegardés sont conservés

pendant un an puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** RNCAN SSI 765

**Enregistrement (SCT) :** 003647

**Numéro de fichier :** RNCAN PPE 815

**Demandes d'examen médical des employés**

**Description :** Ce fichier se rapporte aux

demandes d'examen médical, la correspondance

reliée aux problèmes médicaux de l'employé, les

évaluations médicales relativement à la capacité

de l'employé de travailler ou aux restrictions

devant s'appliquer. Communiquer avec le

Directeur, Division des relations de travail et de la

rémunération, SSI-DSRH.

**Catégorie de personnes :** Ces données

touchent les employés et anciens employés de la

fonction publique de qui une évaluation médicale

a été exigée.

**But :** Ce fichier de renseignements sert à

rassembler et à conserver les dossiers de

demandes d'examen médicaux relativement à la

capacité des employés de travailler.

**Usages compatibles :** Ces registres servent à

évaluer la capacité de l'employé d'exécuter ses

fonctions; évaluer la pertinence d'accorder certains

conges ou bénéfices; vérifier l'état de santé des

employés soumis, dans le cadre de leur travail, à

certaines risques reliés à leur santé.



# Ressources naturelles Canada

Chapitre 140

## Fichiers de renseignements personnels particuliers

**Annuaire du personnel et des services.**  
**Description :** Ce fichier se rapporte aux renseignements sur l'organisation et le personnel du Ministère. Il comprend le nom des employés, leur Code d'identification de dossier personnel (CIDP), l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent. Communiquer avec le Chef, Services des télécommunications, SSI-DGI.  
**Catégorie de personnes :** Employés du Ministère.  
**But :** L'information sert à produire la copie papier de l'annuaire ; dans l'avenir, on offrira aussi un service de consultation en ligne. Le CIDP ne sera divulgué ni dans la version imprimée de l'annuaire, ni dans le service en ligne. La base de données servira en outre à stocker l'information de base requise pour d'autres systèmes d'administration internes.  
**Usages compatibles :** Les données de base requises pour d'autres systèmes d'administration (p. ex. en ce qui touche le stationnement) seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures

de sécurité restreindront l'accès aux diverses bases de données administratives.  
**Normes de conservation et de destruction :** Les renseignements seront conservés pendant deux ans après la dernière utilisation administrative, puis détruits.  
**No. ADD :** 98/001  
**Renvoi au dossier # :** RNCan SSI 770  
**Enregistrement (SCT) :** 003344  
**Numéro de fichier :** RNCan PPE 806  
**Système de gestion des RH du Ministère**  
**Description :** Cette base de données contient l'information suivante : secteur, direction, nom, sexe, première langue officielle, date de naissance, classification, salaire et lieu de travail. Il s'agit d'un système de gestion informatisé des ressources humaines, qui porte le nom de PeopleSoft, contenant des données sur la gestion des postes et les décisions en matière de classification, la gestion de l'effectif, notamment le suivi des affectations, la gestion des priorités, la formation, les conflits d'intérêts, l'exclusion et la désignation, les prix et la reconnaissance, les langues officielles, l'équité en matière d'emploi, la rémunération et les congés. L'accès au système est rigoureusement contrôlé et protégé par un mot de passe au moyen d'un processus de validation au moment de l'accès. Seules les personnes qui

## Fichiers de renseignements personnels ordinaires

**Normes de conservation et de destruction :** Les renseignements sont conservés pour un minimum de deux ans après la dernière action et sont ensuite détruits.  
**No. ADD :** 98/005  
**Renvoi aux dossiers # :** RHDCC HRS 025, RHDCC HRS 040  
**Enregistrement (SCT) :** 005821  
**Numéro de fichier :** RHDCC PPE 812  
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Aide aux employés  
Autorisations sécuritaires  
Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employés englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites ; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employés identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). **Catégorie de personnes** : Dossiers et données sur tous les employés et employés actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. **But** : Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. **Usages compatibles** : Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi ; les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'œuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles).

services des opérations – Québec, Ressources humaines, RHDC, Place du Portage, Phase IV, 3<sup>e</sup> étage, Hull (Québec) K1A 0J9. **Catégorie de personnes** : Les données portent sur les employés de Ressources humaines et Développement des compétences Canada. **But** : Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées. **Usages compatibles** : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. **Normes de conservation et de destruction** : Les renseignements sont conservés pour cinq ans et sont ensuite détruits. **No. ADD** : 98/005 **Renvoi aux dossiers** # : RHDC HRS 025, RHDC HRS 040 **Enregistrement (SCT)** : 005820 **Numéro de fichier** : RHDC PFE 802 **Programme informatisé sur la planification des ressources humaines** **Description** : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes de DRHIC, sur les employés et les employés, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les



# Résolution des questions des pensionnats indiens

## Canada

Chapitre 138

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code de valeurs et d'éthique de la fonction

publique

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcelement

Langues officielles

Rémunération et avantages

RQPIC:

Travaux publics et Services gouvernementaux  
Canada détient le renseignement suivant pour

Contrôle de sécurité du personnel (vérification de  
la fiabilité / autorisation de sécurité)

Cartes d'identification et laissez-passer

Affaires indiennes et du Nord Canada détient le  
renseignement suivant pour RQPIC:

Stationnement

Sécurité et santé au travail

Programme d'équité en matière d'emploi  
Présences et congés

Politique de reconnaissance

Mesures disciplinaires

### Fichiers de renseignements personnels centraux

**Dossiers sur l'indemnisation des employés de l'État**

**Description :** Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées.

**Catégorie de personnes :** Les employés de l'État

et des sociétés de la Couronne certains marins marchands, constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers.

**But :** Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État et la Loi sur l'indemnisation des marins marchands.

**Usages compatibles :** Ces dossiers servent à établir la validité des réclamations d'indemnisation

# Résolution des questions des pensionnats indiens

## Canada

Chapitre 138

### Fichiers de renseignements personnels ordinaires

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Aide aux employés

Code de valeurs et d'éthique de la fonction

publique

Dossier personnel d'un employé

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la fiabilité / autorisation de sécurité)

Cartes d'identification et laissez-passer

Affaires indiennes et du Nord Canada détient le  
renseignement suivant pour RQPIC:

Stationnement

Sécurité et santé au travail

Programme d'équité en matière d'emploi  
Présences et congés

Politique de reconnaissance

Mesures disciplinaires

### Fichiers de renseignements personnels particuliers

**Étude et planification des carrières**

**Description :** Ce fichier peut renfermer les documents suivants : au moins deux évaluations

récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae.

Communiquer avec : Directeur, Division des

**But :** Le but est de se conformer aux exigences de Revenu Canada – Impôt.  
**Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu.  
**Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.  
**No. ADD :** 98/027  
**Renvoi aux dossiers # :** PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.  
**Enregistrement (SCT) :** 004476  
**Numéro de fichier :** PJCCI PPE 808

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'introduction (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile  
Aide aux employés  
Contrôle de sécurité du personnel  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griets  
Harèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail

**But :** Sunlife du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Longue invalidité, Assurance-vie personne à charge, Décès et mutilation accidentelle, Soins de santé/médicaments/soins de la vue, Soins dentaires.

**Usages compatibles :** Ce fichier est utilisé à des fins de vérification des primes d'assurances versées à l'assureur pour chaque employé.  
**Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.  
**No. ADD :** 98/027

**Renvoi aux dossiers # :** PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.  
**Enregistrement (SCT) :** 004474  
**Numéro de fichier :** PJCCI PPE 806

**Registres du régime de pension**  
**Description :** Ce fichier contient des renseignements personnels reliés au Régime de Pension.

**Catégorie de personnes :** Employés de l'institution.  
**But :** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales.  
**Usages compatibles :** Travaux publics et Services gouvernementaux Canada, vérifie que le total des retenues concorde avec le total des remises de fonds.  
**Normes de conservation et de destruction :** La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.  
**No. ADD :** 98/027

**Renvoi aux dossiers # :** PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.  
**Enregistrement (SCT) :** 004475  
**Numéro de fichier :** PJCCI PPE 807

**Registres fiscaux**  
**Description :** Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution.  
**Catégorie de personnes :** Employés et retraités de l'institution.



# Ponts Jacques Cartier et Champlain Incorporée, Les

Chapitre 137

## Fichiers de renseignements personnels particuliers

**Confits d'intérêt**  
*Description* : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.  
**Catégorie de personnes** : Employés de l'institution.  
*But* : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les

d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secréariat du Conseil du Trésor) et aux agents de négociations.  
**Catégorie de personnes** : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés.  
*But* : Ce répertoire est vérifié afin s'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes.  
**Usages compatibles** : Aucun usage compatible.  
**Normes de conservation et de destruction** : Deux ans après la dernière action administrative, les documents sont détruits.  
*No. ADD* : 98/005  
*Renvoi au dossier #* : MPO NDP 918  
*Enregistrement (SCT)* : 003625  
*Numéro de fichier* : MPO PPE 802

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôl de sécurité de personnel (vérification de la fiabilité/autorisation de sécurité)  
Dossier personnel d'un employé  
Evaluation du rendement  
Griets  
Harèlement  
Langues officielles  
Politique de reconnaissance  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

situations réelles de conflit d'intérêt.  
**Usages compatibles** : Etayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.  
**Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.  
*No. ADD* : 98/027  
**Renvoi aux dossiers #** : PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.  
**Enregistrement (SCT)** : 000663  
*Numéro de fichier* : PJCCI PPE 802  
**Rapports du portefeuille d'assurances groupe auprès de la Sunlife du Canada.**  
*Description* : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés.

des cours ; tenir un registre des cours suivis ; faciliter le suivi concernant le paiement ; fournir au Conseil du Trésor toute information reliée aux activités de formation ; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du plan de formation.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de formation et perfectionnement entrepris par l'employé

**No. ADD :** 98/005

**Renvoi au dossier # :** MPO NDP 927

**Enregistrement (SCT) :** 000630

**Numéro de fichier :** MPO PPE 806

#### **Présences et congés**

**Description :** Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences.

**Catégorie de personnes :** Les renseignements touchent les employés du ministère.

**But :** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés.

**Usages compatibles :** Vérification des absences en rapport aux congés disponibles ; des salaires versés par rapport aux relevés de présence ;

enregistrement des congés sur les formules de rapport annuel des congés ; évaluation de l'utilisation des congés et les taux d'absentéisme.

**Normes de conservation et de destruction :** Le fichier est détruit un an après la fin de l'année financière.

**No. ADD :** 85/001

**Renvoi au dossier # :** MPO NDP 918

**Enregistrement (SCT) :** 000628

**Numéro de fichier :** MPO PPE 805

#### **Régime national de liaison et d'autorisation en matière de priorités**

**Description :** Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à

formation et de perfectionnement.  
**Normes de conservation et de destruction :** Les dossiers sont détruits après cinq ans pour tous les employés.

**No. ADD :** 98/005

**Renvoi au dossier # :** MPO NDP 921

**Enregistrement (SCT) :** 000635

**Numéro de fichier :** MPO PPE 807

#### **Formation et perfectionnement**

**Description :** Ce fichier contient des données personnelles et notamment des demandes de formation et des évaluations de cours, le code d'identification de dossier personnel (CIDP) ;

status de groupe cible d'équité en matière d'emploi ; un registre de paiements des coûts et la correspondance reliée à la participation

d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur ;

un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIP) ; l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation ; un registre individuel sur les employés qui sont en congé d'étude, CAP et le programme de stagiaire en gestion, dont les accords de retour pour service rendu, et les formules portant l'approbation de la direction ;

répertoire des formules d'autorisation d'activités de formation ; répertoire des participants aux programmes CAP et PFS ; répertoire des participants aux programmes d'échange, des participants au programme des congés d'études ;

**Catégorie de personnes :** Les employés du

ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans.

**But :** Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du

ministère des Pêches et des Océans ; servir de point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement ;

préparer des dossiers soumis à l'approbation du comité des ressources humaines.

**Usages compatibles :** Enregistrer les employés à



## Pêches et Océans Canada

Chapitre 136

### Fichiers de renseignements personnels particuliers

#### Dossiers de dotation (III)

**Description :** Ce fichier contient de la

documentation générale se rattachant à des

postes particuliers et de la documentation

spécifique se rattachant au rendement de

l'employé (jusqu'au niveau EX) à la suite d'un

concours. Il contient la documentation suivante :

formulaire de demande, curriculum vitae,

appréciation, évaluation, consentement à devenir

bilingue, conflit d'intérêts, formulaire de

consentement à un rapport d'évaluation, liste

d'admissibilité.

**Catégorie de personnes :** Candidats à un

concours ou personnes considérées pour un

poste.

**But :** Ce fichier sert à l'évaluation des candidats

pour les postes à remplir.

**Usages compatibles :** Les renseignements sont

utilisés pendant le processus de concours et de

nominations à partir de la liste d'admissibilité une

fois qu'elle est établie. Ils servent aussi parfois à

l'occasion d'une audience d'appel ou pendant une

enquête.

**Normes de conservation et de destruction :**

Deux ans après que la liste d'éligibilité pour une

dotation soit expirée, ou deux ans après

quelconque action administrative, les documents

sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** MPO NDP 918

**Enregistrement (SCT) :** 001742

**Numéro de fichier :** MPO PPE 804

**Dotation et transition d'emploi – Groupe de la**

**Direction (I)**

**Description :** Ce fichier contient des

renseignements concernant la dotation et la

décroissance des postes du groupe de la direction

au ministère. Il contient des renseignements sur le

poste à doter, les candidats et le candidat élu ainsi

que le départ des employés du groupe de la

direction. De plus, il renferme la documentation

générale se rattachant à des postes particuliers

jusqu'au niveau EX-5 et la documentation

spécifique se rattachant au rendement de

l'employé à la suite d'un concours.

**Catégorie de personnes :** Les employés aux

niveaux EX ; personnes de groupes de relève se

portant candidats à un concours ou considérées

pour un poste.

**But :** Ce fichier a pour but d'établir un dossier des

candidats pour les postes aux fins de référence et

de vérification, lorsqu'un poste est doté ou aboli

dans la Fonction publique.

**Usages compatibles :** Renseignements utilisés

pendant le processus de concours.

**Normes de conservation et de destruction :**

Les documents sont détruits après une période de

trois ans.

**No. ADD :** 98/005

**Renvoi au dossier # :** MPO NDP 918

**Enregistrement (SCT) :** 000627

**Numéro de fichier :** MPO PPE 803

**Évaluation et examen du rendement de**

**l'employé – Rémunération au mérite et de**

**rémunération fondé sur le rendement**

**Description :** Ce fichier contient des

renseignements sur le niveau de rendement de

chacun des employés en ce qui a trait aux

habiletés, aptitudes et réalisations. Le fichier

contient des copies des rapports d'évaluation

annuels, lesquels comprennent les évaluations de

l'employé, des résumés d'examen de rendement,

des aptitudes, des caractéristiques et des objectifs

de travail, de formation et de perfectionnement.

Accords de responsabilité du groupe de la Haute

direction qui comportent des obligations clés, des

mesures de performance et des résultats atteints.

**Catégorie de personnes :** Tous les employés du

groupe de la direction EX ainsi que les employés

couverts par le régime de rémunération au mérite

et le régime de rémunération fondé sur le

rendement.

**But :** Étant donné que les employés sont

assujettis par les régimes de rémunération au

mérite et de rémunération fondé sur le rendement,

les évaluations du rendement doivent être

retenues, car elles sont un élément important dans

la détermination des taux annuels de

rémunération. Il faut respecter le contingent établi

pour la cote de rendement et des données

statistiques doivent être produites. Il faut donc que

les évaluations du rendement soient facilement

accessibles.

**Usages compatibles :** Déterminer le salaire

annuel ; déterminer les besoins en matière de

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. L'Office national du film du Canada détient les renseignements suivants:

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Patrimoine canadien

Fichiers de renseignements  
personnels

**Centre de carrière**  
**Description :** Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur situation en milieu de travail, leur curriculum vitae, leurs résultats de tests psychométriques, ainsi que toute autre documentation reliée à leur plan de carrière. Tous ces renseignements ont été recueillis lors d'entrevues.

**Catégorie de personnes :** Employés du Ministère.

**But :** Ce fichier a pour but d'émagasiner les renseignements nécessaires au processus d'aide au développement de carrière. Il vise à aider les employés à planifier leur développement professionnel et à accroître l'efficacité et la satisfaction des employés en milieu de travail.

**Usages compatibles :** Aucune.

**Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la fin de la consultation au Centre de carrière.

**No. ADD :** 98/005

**Renvoi au dossier # :** PCH PRN 918

**Enregistrement (SCT) :** 002074

**Numéro de fichier :** PCH PPE 801

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages sociaux

Sécurité et santé au travail

Stationnement



## Office Gwich'in d'aménagement territorial

Chapitre 131

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source.

## Office Gwich'in des terres et des eaux

Chapitre 132

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeur et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

## Office national de l'énergie

Chapitre 133

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeur et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Présences et congés  
Rémunération et avantages

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2005-2006 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Évaluation du rendement  
Formation et perfectionnement  
Griets  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Politique de reconnaissance  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement



Office des eaux du Nunavut

Chapitre 126

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Aide aux employés Code régissant les conflits d'intérêts et l'après-mandat Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Garderie en milieu de travail  
Griefs  
Harcelement  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail

Office des terres et des eaux de la vallée du Mackenzie

Chapitre 127

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code de valeurs et d'éthique de la fonction publique Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages

# Office de commercialisation du poisson d'eau douce

Chapitre 123

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeur et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

# Office des droits de surface du Yukon

Chapitre 124

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Présences et congés

Rémunération et avantages

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Présences et congés



# Office Canada - Terre-Neuve et Labrador des hydrocarbures extracôtiers

Chapitre 121

## Fichiers de renseignements personnels particuliers

### Dossiers personnels des employés

**Description :** Ce fichier relève de la Section des ressources humaines. Il contient les dossiers

sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de

présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum

vitæ, des renseignements sur les cours de formation et de perfectionnement suivis, sur les

demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite,

ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers

de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier

inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier

en faisant la demande à la Section des ressources humaines.

**Catégorie de personnes :** Employés de l'Office.

**But :** Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-

Terre-Neuve et Labrador des hydrocarbures extracôtiers pour chaque membre du personnel.

**Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de référence d'emploi

ou d'assurance groupe.

# Office Canada - Terre-Neuve et Labrador des hydrocarbures extracôtiers

Chapitre 122

## Office d'aménagement territorial du Sathu

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Dotation

Evaluation du rendement

Formation et perfectionnement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

## Fichiers de renseignements personnels ordinaires

**Numéro de fichier :** CTN PPE 801

**Enregistrement (SCT) :** 002309

**Renvoi au dossier # :** CNP NDP 918

pour ces dossiers.

nouvelles normes de conservation et d'élimination avec les Archives nationales afin d'établir de

**No. ADD :** L'Office a entrepris des pourparlers administrative concernant le dossier en question.

soient écoulés depuis la dernière mesure ans après sa mort, à la condition que deux ans se

détruits lorsque l'intéressé atteint 70 ans, ou deux

fichier inactif lors de la cessation d'emploi. Ils sont dossiers des employés antérieurs sont versés à un

**Normes de conservation et de destruction :** Les

# Office Canada – Nouvelle-Écosse des hydrocarbures

## extracôtiers

### Chapitre 120

Évaluation du rendement	Politique de reconnaissance
Formation et perfectionnement	Présences et congés
Griets	Programme d'équité en matière d'emploi
Harcèlement	Rémunération et avantages
Langues officielles	Sécurité et santé au travail
Mesures disciplinaires	Stationnement

## Fichiers de renseignements personnels particuliers

### Dossiers des employés au service du personnel

**Description :** Cette banque de données renferme

des renseignements qui ont trait à l'emploi des

employés actuels et anciens de l'Office. Certains

de ces renseignements sont : l'âge, le sexe, la

citoyenneté, l'adresse du domicile, le numéro de

téléphone, la formation, les antécédents

professionnels, les références, les évaluations du

rendement, les nominations, les transferts, les

promotions et les rétrogradations, les périodes

d'emploi, les cours de formation et de

perfectionnement suivis, le salaire, la pension de

retraite, les assurances (y compris les noms des

bénéficiaires), les mesures disciplinaires, ainsi que

toute information pertinente à l'emploi. La banque

de données renferme les dossiers de tous les

employés de l'Office. Au départ des employés,

leurs dossiers sont transférés dans un fichier

inactif. Les employés et les anciens employés

peuvent consulter leurs dossiers en communiquant

avec le gestionnaire, Administration et retombées

économiques.

**Catégorie de personnes :** Employés actuels et

anciens de l'Office.

**But :** Constituer un fichier de renseignements sur les employés actuels et anciens pour ce qui est de leur emploi à l'Office.

**Usages compatibles :** Les renseignements peuvent être utilisés à des fins de référence pour emploi ou d'assurance collective.

**Normes de conservation et de destruction :** Au départ des employés, leurs dossiers sont transférés dans un fichier inactif. Les renseignements sont conservés dans le dossier personnel de l'intéressé jusqu'à ce qu'il atteigne l'âge de 70 ans; ils sont ensuite détruits si la dernière mesure administrative afférente à ces dossiers remonte à au moins deux ans.

**No. ADD :** 98/005

**Renvoi au dossier # :** NEH NEH 075

**Enregistrement (SCT) :** 003314

**Numéro de fichier :** NEH PPE 805

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer



## Musée des beaux-arts du Canada

Chapitre 119

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation

## Musée canadien de la nature

Chapitre 118

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés  
Cartes d'identification et laissez-passer  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Formation et perfectionnement  
Harcèlement  
Rémunération et avantages  
Sécurité et santé au travail

cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier.

**No. ADD :** MRC 2000/027  
**Renvoi au dossier # :** MRC NDP 921  
**Enregistrement (SCT) :** 003361  
**Numéro de fichier :** MRO PPE 803

des congés et des présences des employés au sein de la MRC.

**Usages compatibles** : Le fichier sert également à consigner les congés autorisés et les jours de présence ; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi ; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme et à produire des rapports divers.

**Normes de conservation et de destruction** : Les dossiers sont détruits deux ans après la fin de l'exercice financier.

**No. ADD** : MRC 2000/027

**Renvoi au dossier #** : MRC NDP 918

**Enregistrement (SCT)** : 002266

**Numéro de fichier** : MRO PPE 805

### Programme d'équité en matière d'emploi

**Description** : Ce fichier contient des renseignements personnels sur les employés,

notamment sur leurs études ; leurs antécédents professionnels et leurs projets de carrière ; leur formation et leur perfectionnement ; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe

minoritaire.

**Catégorie de personnes** : Les renseignements dans ce fichier se rapportent aux employés de la MRC.

**But** : Ce fichier contient toute la documentation

nécessaire à la mise en œuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains

cas, minorités raciales).

**Usages compatibles** : Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres

des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes

**Renvoi au dossier #** : MRC NDP 923

**Enregistrement (SCT)** : 002267

**Numéro de fichier** : MRO PPE 806

### Mesures disciplinaires

**Description** : Ce fichier contient des avis de

mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé.

**Catégorie de personnes** : Employés de la MRC.

**But** : Ce fichier contient des renseignements

utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures.

**Usages compatibles** : Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages ; aux présences et aux congés ; aux mutations ; aux rétrogradations et à la fin de

l'emploi.

**Normes de conservation et de destruction** : En

ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis.

Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause.

**No. ADD** : MRC 2000/027

**Renvoi au dossier #** : MRC NDP 926

**Enregistrement (SCT)** : 002269

**Numéro de fichier** : MRO PPE 808

### Présences et congés

**Description** : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système

**Catégorie de personnes** : Employés de la MRC. présence/temps, congés et absences).

**But** : Ce fichier a pour but d'étayer l'administration



ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griefs portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation.  
**No. ADD :** MRC 2000/027  
**Renvoi aux dossiers # :** MRC NDP 919 et 920  
**Enregistrement (SCT) :** 002265  
**Numéro de fichier :** MRO PPE 804

**Évaluation du rendement**  
**Description :** Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).  
**Catégorie de personnes :** Employés de la MRC.  
**But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement.

**Usages compatibles :** Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.  
**Normes de conservation et de destruction :** Ces renseignements concernent un employé et forment partie des dossiers du personnel que l'on envoie aux Archives nationales du Canada deux ans après que l'employé a quitté la Monnaie royale canadienne.

**No. ADD :** MRC 2000/027  
**Renvoi au dossier # :** MRC NDP 921  
**Enregistrement (SCT) :** 002270  
**Numéro de fichier :** MRO PPE 809

**Griefs**  
**Description :** Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse ; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance

échangée au sujet des griefs.  
**Catégorie de personnes :** Employés de la MRC.  
**But :** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs.

**Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. Les dossiers sont détruits après une période de deux ans suivant la date de règlement du grief.  
**No. ADD :** MRC 2000/027  
**Renvoi au dossier # :** MRC NDP 926  
**Enregistrement (SCT) :** 002268  
**Numéro de fichier :** MRO PPE 807

**Langues officielles**  
**Description :** Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des examens de connaissance linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé.

**Catégorie de personnes :** Employés de la MRC.  
**But :** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés.

**Usages compatibles :** Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification.  
**No. ADD :** MRC 2000/027

Fichiers de renseignements  
personnels particuliers

Déclaration du temps de travail (saisie des données) - fichier principal informatisé des employés

**Description :** Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie.

**Catégorie de personnes :** Employés de la MRC. **But :** Ce fichier a pour but de mettre à jour les coûts de la main-d'œuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu.

**Usages compatibles :** Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coût s productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'œuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye et à maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé.

**Normes de conservation et de destruction :** Les renseignements sont détruits après six ans.

**No. ADD :** MRC 2000/027  
**Renvoi au dossier # :** MRC NDP 918  
**Enregistrement (SCT) :** 003362  
**Numéro de fichier :** MRO PPE 801

**Conflits d'intérêt**

**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public.

**Catégorie de personnes :** Ces renseignements se rapportent aux employés de la Monnaie. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie.

**Usages compatibles :** Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

**No. ADD :** MRC 2000/027  
**Renvoi au dossier # :** MRC NDP 918  
**Enregistrement (SCT) :** 003360  
**Numéro de fichier :** MRO PPE 802

**Dotation**

**Description :** Ce fichier contient des demandes de dotation ; des descriptions de postes ; des échelles de salaire ; des profils de sélection ; des affiches de concours ; des demandes de mutation ; des listes de mises à pied ; des imprimés d'ordinateur relatifs au répertoire des ressources humaines ; des demandes d'emploi ; des listes de candidats ; des documents portant sur des griefs en matière de dotation ; des évaluations du jury de sélection, y compris les notes d'évaluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats ; des listes d'admissibilité ; des offres d'emploi ; des avis destinés aux candidats ; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé).

**Catégorie de personnes :** Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. **But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie.

**Usages compatibles :** Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation



## Sécurité publique et Protection civile Canada

Chapitre 115

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction

publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Le Ministère de la Sécurité publique et Protection civile Canada maintient l'information concernant les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité, du Bureau de l'Enquêteur correctionnel, de la Commission des plaintes du public contre la Gendarmerie royale du Canada et du Comité externe

d'examen de la Gendarmerie royale du Canada.

## Ministère des Finances Canada

Chapitre 116

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction

publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

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Rémunération et avantages

Sécurité et santé au travail

Stationnement

de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée.

**Catégorie de personnes :** Employés du Ministère.

**But :** Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante.

**Usages compatibles :** Ces renseignements sont utilisés pour aider à la gestion financière et à l'établissement du budget au niveau de la gestion au Ministère.

**Normes de conservation et de destruction :** Les données sont conservées pendant deux ans après la dernière action administrative au dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 045

**Enregistrement (SCT) :** 003510

**Numéro de fichier :** JUS PPE 803

**Vérification 360 degrés des références**

**Description :** Ce fichier renferme des copies de questionnaires concernant les individus qui ont posé leur candidature à des postes de cadre au ministère de la Justice. Ce questionnaire sert à obtenir des renseignements sur les qualités de direction des candidats, ainsi que leur engagement envers les valeurs du Ministère. Le questionnaire est rempli par les supérieurs, les collègues et les subordonnés des candidats.

**Catégorie de personnes :** Les individus qui ont posé leur candidature à des postes seniors du ministère de la Justice.

**Usages compatibles :** Aucun usage compatible.

**Normes de conservation et de destruction :** Les données sont conservées pendant deux ans après la dernière action administrative au dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 003996

**Numéro de fichier :** JUS PPE 807

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

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Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

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dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 004184

**Numéro de fichier :** JUS PPE 809

#### **Inventaire linguistique**

**Description :** Ce fichier contient les norms, sections

et numéros de téléphone au bureau des employés

qui comprennent, parlent, lisent ou écrivent une

langue autre que le français ou l'anglais.

**Catégorie de personnes :** Les employés du

Ministère qui acceptent de faire partie de l'inventaire.

**But :** L'information permet d'identifier les employés

ayant des compétences linguistiques spécialisées

qui désirent participer à des activités nécessitant la

connaissance d'autres langues (par exemple, pour

communiquer avec des visiteurs étrangers,

assister à des réunions avec des délégations au

Canada ou à l'étranger).

**Usages compatibles :** Ces renseignements sont

utilisés pour assigner des employés du Ministère à

des projets, des activités ou des événements ou

leurs compétences seront nécessaires, ou pour

leur donner des opportunités concernant leur

carrière.

**Normes de conservation et de destruction :** Le

fichier est mis à jour annuellement et les noms des

employés qui ont quitté le Ministère sont alors

rayés.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 001

**Enregistrement (SCT) :** 003678

**Numéro de fichier :** JUS PPE 805

#### **Planification de la reprise des activités**

**Description :** Cette banque de données renferme

les adresses et numéros de téléphone des

employés, les plans d'urgence des secteurs et les

analyses de l'incidence des activités. Elle contient

également des plans d'équipes, des plans

d'urgence généraux et des procédures communes.

**Catégorie de personnes :** Les employés du

Ministère.

**But :** Les renseignements sont compilés pour être

utilisés seulement dans des situations d'urgence

ou de désastre impliquant le Ministère. Les

renseignements serviront à former des équipes

pour rétablir les activités essentielles du Ministère.

**Usages compatibles :** Ces renseignements sont

utilisés pour assigner des employés du Ministère à

des projets, des activités ou des événements ou

leurs compétences seront nécessaires, ou pour

leur donner des opportunités concernant leur

carrière.

**Normes de conservation et de destruction :** Le

fichier est mis à jour annuellement et les noms des

employés qui ont quitté le Ministère sont alors rayés.

**No. ADD :** 98/001

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 003917

**Numéro de fichier :** JUS PPE 806

#### **Sondage sur la politique de harcèlement**

**Description :** Au printemps 1999, le Comité directeur

d'évaluation de la gestion des conflits a mené un

sondage à l'interne afin d'évaluer la politique "Pour

un milieu de travail à l'abri des conflits et du

harcèlement" et les services offerts par le Bureau de

résolution des conflits dans le but d'évaluer leur

impact sur le milieu de travail. Cette banque de

données contient les réponses reçues, soit des

questionnaires dûment complétés ou par le biais

d'entrevues effectuées par les membres du comité.

**Catégorie de personnes :** Tout le personnel du

Ministère de la Justice, y compris les cadres, les

employés embauchés à terme ou pour une

période indéterminée, les contractuels, ainsi que

les employés d'autres ministères relevant

d'employés du Ministère de la Justice et le

personnel d'agence de placement.

**But :** L'information a été utilisée pour évaluer

l'impact de cette politique et l'efficacité du Bureau

de résolution des conflits, ainsi que formuler des

recommandations à l'intention du sous-ministre de

la Justice.

**Usages compatibles :** Aucun usage compatible.

**Normes de conservation et de destruction :** Les

données sont conservées pendant deux ans après

la dernière action administrative au dossier, après

quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 004182

**Numéro de fichier :** JUS PPE 808

#### **Système de gestion des salaires**

**Description :** Le Système de gestion des salaires

est une banque de données contenant des

renseignements personnels sur les employés du

Ministère de la Justice. Cette banque de données

contient également des renseignements sur chacun

des postes au Ministère. Les données décrivent

pour chaque employé le numéro du poste, la

situation, le titre du poste, la classification et le

niveau, le salaire, la prime au bilinguisme si

nécessaire, et le codage financier. La banque de

données réside dans l'ordinateur des agents

d'administration et contient uniquement les

employés embauchés à l'intérieur de leurs centres

comptabilisent leur temps de façon appropriée. Ce renseignement est utilisé comme un des critères d'évaluation de rendement.

**Normes de conservation et de destruction :** Les données sont gardées cinq années après la date de la dernière action au dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 050

**Enregistrement (SCT) :** 004245

**Numéro de fichier :** JUS PPE 811

#### Gestion de carrière

**Description :** Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination. Il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement.

**Catégorie de personnes :** Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus.

**But :** Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière.

**Usages compatibles :** Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines.

**Normes de conservation et de destruction :** Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances.

**No. ADD :** 98/005

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 003491

**Numéro de fichier :** JUS PPE 801

#### Greffe de la saisie-arrêt

**Description :** Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées.

**Catégorie de personnes :** Ces renseignements personnels peuvent être partagés avec tous les ministères du gouvernement fédéral qui emploient des individus ou des contractuels assujettis à la Loi sur la saisie-arrêt et la distraction de pensions, partie 1.

**But :** Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction de pensions.

**Usages compatibles :** Ces renseignements personnels peuvent être partagés avec tous les ministères du gouvernement fédéral qui emploient des individus ou des contractuels assujettis à la Loi sur la saisie-arrêt et la distraction de pensions.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de 21 ans après que le dossier est clos, après quoi ils sont détruits.

**No. ADD :** 95/030

**Renvoi au dossier # :** JUS ADM 035

**Enregistrement (SCT) :** 03511

**Numéro de fichier :** JUS PPE 804

#### Inventaire des profils linguistiques et professionnels

**Description :** Ce fichier contient des renseignements au sujet des employés du ministère de la Justice intéressés à participer à des projets tant sur la scène nationale qu'internationale et à des échanges avec les partenaires des secteurs public et privé (organismes non-gouvernementaux, autres ministères, universités, etc.). Les renseignements incluent les nom, section, classification, numéros de téléphone et de télécopieur au bureau, profil linguistique, domaines de compétence, expérience au niveau international et adhésion aux barreaux.

**Catégorie de personnes :** Les employés du Ministère qui acceptent de faire partie de l'inventaire.

**But :** L'information permet d'identifier des candidats ayant des profils linguistiques et professionnels précis pour participer à des projets ou échanges.

**Usages compatibles :** Ces renseignements sont utilisés pour assigner des employés du Ministère à des projets, des activités ou des événements ou leurs compétences seront nécessaires, ou pour leur donner des opportunités concernant leur carrière.

**Normes de conservation et de destruction :** Le fichier est mis à jour périodiquement et les noms des employés qui ont quitté le Ministère sont alors rayés 2 ans après la date de la dernière action au



# Ministère de la Justice Canada

Chapitre 114

## Fichiers de renseignements personnels particuliers

### Base de données pour la vérification des réseaux électroniques

**Description :** Ce fichier renferme des données sur l'accès aux réseaux électroniques du Ministère et sur leur utilisation, notamment sur l'Internet et le réseau de courrier électronique. Les systèmes techniques permettent d'enregistrer automatiquement les sites Internet consultés et les adresses de courrier électronique utilisées. Ils permettent également de saisir des données sur l'ordinateur dont l'utilisateur s'est servi pour l'Internet et pour le courrier électronique ainsi que sur l'utilisateur lui-même. Le fichier journal porte le numéro du protocole Internet (PI) de l'employé plutôt que son nom. Il est toutefois possible, en cas de besoin, d'indexer le numéro PI à l'aide d'un renvoi au nom de la personne. Si l'on soupçonne une mauvaise utilisation des réseaux et qu'on fasse enquête à ce sujet, il se peut qu'on surveille ou qu'on lise le contenu des messages et des dossiers électroniques de l'utilisateur et cela, à son insu.

**Catégorie de personnes :** Tous les utilisateurs autorisés (notamment les gestionnaires, les employés pour une durée indéterminée et déterminée, les entrepreneurs et les personnes embauchées par l'intermédiaire d'une agence de placement temporaire), sauf les employés des unités de services juridiques ministériels.

**But :** En raison des nécessités du service, les réseaux font l'objet d'une vérification périodique pour déterminer s'ils sont en bon état de fonctionnement et cerner les problèmes à résoudre. Par ailleurs, la Division de la sécurité et des services administratifs demande de lui fournir à certains moments les journaux du serveur d'archivage électronique pour veiller à ce que les mesures de sécurité soient respectées.

**Usages compatibles :** Après analyse des

- Griefs
- Harèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Véhicules

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION de cette publication une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeur et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel de l'employé

Dotation en personnel

Examen et évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Assiduité et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Santé et sécurité au travail

Stationnement

Infrastructure Canada

Chapitre 112

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Instituts de recherche en santé du Canada

Chapitre 113

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Carte d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement



**Remboursement des employés**

**Description :** Le fichier de renseignements personnels comportera le nom des employés et leur adresse personnelle.

**Catégorie de personnes :** Employés du Ministère. **But :** Fournir les nom et adresse du domicile des employés du Ministère afin que les chèques de remboursement des dépenses puissent être envoyés directement à leur domicile par Travaux publics et Services gouvernementaux Canada.

**Usages compatibles :** Ce fichier de renseignements est à usage interne uniquement. Il n'y a aucune adéquation.

**Normes de conservation et de destruction :** Les dossiers seront conservés pendant six ans puis détruits.

**No. ADD :** 99/004

**Renvoi au dossier # :** IC SCA 300

**Enregistrement (SCT) :** 003218

**Numéro de fichier :** IC PPE 806

**Renseignements personnels divulgués à des organismes d'enquête fédéraux**

**Description :** Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été constitué dans le but de conserver les copies des demandes de renseignements personnelles présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi, aux fins d'exécution d'une loi du Canada ou d'une province, ou dans le cadre d'une enquête licite.

**Catégorie de personnes :** Employés fédéraux pour lesquels il a été demandé des renseignements personnels en vertu de l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels.

**But :** Ce fichier a pour but de permettre au Commissaire à la protection de la vie privée d'examiner les communications de renseignements à un organisme d'enquête fédérales conformément à la Loi.

**Usages compatibles :** Aucune, reportés

**Normes de conservation et de destruction :** Les dossiers sont conservés deux ans et sont ensuite transférés aux Archives nationales du Canada.

**No. ADD :** 98/001

**Renvoi au dossier # :** IC AIP 175

**Enregistrement (SCT) :** 002012

**Numéro de fichier :** IC PPE 801

**Rétroaction des employés**

**Description :** Le fichier contient des renseignements portant, entre autres, sur les catégories d'emplois, les états de service et le lieu de travail des employés du Ministère. Il contient aussi les opinions ou les idées

personnelles des employés sur leur satisfaction à l'égard de leur emploi et de leur milieu de travail.

**Catégorie de personnes :** Employés d'Industrie Canada qui travaillent à la Direction générale du contrôle, dans la région de la capitale nationale.

**But :** L'objet de ce fichier est d'appuyer les activités d'examen internes des programmes au sein de la Direction générale du contrôle, en particulier celles qui ont trait à l'efficacité des produits et services de la Direction.

**Usages compatibles :** Les données servent à fournir des statistiques qui aideront la Direction générale du contrôle dans l'évaluation du niveau de satisfaction des employés et du milieu de travail.

Elles contribuent à la formulation des décisions stratégiques, opérationnelles et de planification.

**Normes de conservation et de destruction :** Les données sont conservées pendant deux ans, puis détruites.

**No. ADD :** 98/005

**Renvoi au dossier # :** IC SCA 300

**Enregistrement (SCT) :** 003891

**Numéro de fichier :** IC PPE 813

**Sondage auprès des employés**

**Description :** Ce fichier contiendra des renseignements tels que la catégorie d'emploi, le lieu de travail, l'âge, et le sexe des employés fédéraux. Il contiendra également des opinions et des idées personnelles sur différents aspects du milieu de travail tels que la communication interne, le leadership, le déroulement de la carrière et le travail d'équipe.

**Catégorie de personnes :** Tous les employés du secteur du Spectre, Technologies de l'information et Télécommunications (STIT) d'Industrie Canada (environ 400) et les employés des bureaux régionaux d'Industrie Canada qui ont la responsabilité d'exécuter le mandat du STIT au niveau régional (environ 400).

**But :** Le but du fichier est d'appuyer le renouvellement interne au sein du STIT. Cette initiative vise à améliorer le milieu de travail dans son ensemble.

**Usages compatibles :** Les renseignements seront utilisés pour aider la direction et le Conseil des employés du STIT à prendre des initiatives et à mettre en place des pratiques qui contribueront à l'amélioration du milieu de travail.

**Normes de conservation et de destruction :** Les données seront conservées pendant deux ans, puis détruites.

**No. ADD :** 98/004

**Renvoi au dossier # :** IC SCA 801

**Enregistrement (SCT) :** 003955

**Numéro de fichier :** IC PPE 800

Fichiers de renseignements  
personnels particuliers

Fichier des mentors

**Description :** Ce fichier contient des renseignements personnels sur les employés, en particulier leur curriculum vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils recherchent et les groupes d'employés avec lesquels ils préfèrent travailler. L'information est recueillie à l'aide d'un questionnaire et/ou au cours d'une entrevue.

**Catégorie de personnes :** Tous les employés du Ministère.

**But :** Ce fichier a pour but de coordonner le programme de mentorat du Ministère.

**Usages compatibles :** L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et leur protégé.

**Normes de conservation et de destruction :** Le dossier sera conservé aussi longtemps que l'employé senior est actif dans le programme de mentorat ou deux ans après la dernière mesure administrative et ensuite détruit.

**No. ADD :** 98/005

**Renvoi au dossier # :** IC DHR 050

**Enregistrement (SCT) :** 003668

**Numéro de fichier :** IC PPE 807

Cartes de crédit personnelles Amex

**Description :** Ce fichier contient les formulaires de demandes de cartes de crédit Amex.

**Catégorie de personnes :** Employés du Ministère.

**But :** Fournir aux employés qui voyagent souvent une carte de crédit personnelle parrainée par le gouvernement pour payer leurs services de voyage.

**Usages compatibles :** Des rapports d'activité mensuels sont utilisés pour s'assurer que les paiements sont effectués à l'échéance. Ils permettent aussi d'identifier les comptes sérieusement en souffrance lorsqu'Amex demande de l'aide pour le recouvrement de créances.

**Normes de conservation et de destruction :** Les formulaires de demandes sont conservés deux ans après la dernière utilisation de la carte et ensuite détruits.

**No. ADD :** 99/004

**Renvoi au dossier # :** IC SCA 300

**Enregistrement (SCT) :** 002562

**Numéro de fichier :** IC PPE 811

Renseignements sur le perfectionnement des

cadres supérieurs

**Description :** Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations en matière de carrière et de formation. Il contient également leur date de naissance, leur première langue officielle, les résultats obtenus aux tests des langues officielles et les notes d'évaluation du rendement.

**Catégorie de personnes :** Les employés du Ministère qui occupent des postes de direction, et ceux des niveaux EX-1 et EX-2.

**But :** Le fichier vise à faciliter la planification des ressources humaines et des carrières.

**Usages compatibles :** Les renseignements seront utilisés par les cadres supérieurs du Ministère et par le personnel qui s'occupe de la planification des ressources humaines.

**Normes de conservation et de destruction :** Les dossiers seront conservés et mis à jour jusqu'à ce que l'employé quitte le Ministère ou deux ans après la dernière mesure administrative et seront alors détruits.

**No. ADD :** Pas disponible pour l'instant.

**Renvoi au dossier # :** IC DRH 050

**Enregistrement (SCT) :** 002711

**Numéro de fichier :** IC PPE 810

Programme d'affectations ministériel

**Description :** Ce fichier peut contenir des curriculum vitae, des évaluations, des ententes d'affectation, des références, des renseignements sur les entrevues, des résultats de présentations, des demandes d'emplois pour des formulaires d'affectation et de la correspondance générale.

**Catégorie de personnes :** Les employés du gouvernement fédéral qui ont demandé une affectation ministérielle.

**But :** Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés par une affectation ou un poste à pourvoir.

**Usages compatibles :** Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés que des possibilités d'affectation intéressent.

**Normes de conservation et de destruction :** Les dossiers sont conservés deux ans après une affectation.

**No. ADD :** 98/005

**Renvoi au dossier # :** IC DRH 050

**Enregistrement (SCT) :** 002905

**Numéro de fichier :** IC PPE 803



doivent donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement.

**Catégorie de personnes :** Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. / L'ALPRP consultera le gestionnaire de programme et fera le changement lors de la prochaine révision si requis par le gestionnaire.

**But :** Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes désignés par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi.

**Usages compatibles :** Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au Chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur

la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction :** Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système SIRGH (information sur la gestion des ressources humaines). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance.

**No. ADD :** 98/005

**Renvoi au dossier # :** GRC ADM 002

**Enregistrement (SCT) :** 002103

**Numéro de fichier :** GRC PPE 818

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé / L'ALPRP consultera le gestionnaire de programme et fera le changement lors de la prochaine révision si requis par le gestionnaire.

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

du processus d'engagement des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi.

**Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction :** Les dossiers contenus dans ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada de la Bibliothèque et Archives du Canada, région du Manitoba où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé.

**No. ADD :** 2000/30  
**Renvoi au dossier # :** GRC GRC 918  
**Enregistrement (SCT) :** 001022  
**Numéro de fichier :** GRC PPE 810

**Programme d'équité en matière d'emploi**  
**Description :** Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race ; leur origine ethnique ; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres

réclame. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD :** 98/005  
**Renvoi au dossier # :** GRC GRC 925  
**Enregistrement (SCT) :** 001018  
**Numéro de fichier :** GRC PPE 806

**Employés civils temporaires**  
**Description :** Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés civils temporaires. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les certificats d'habilitations sécuritaires ou relatives à la fiabilité, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'employé civil temporaire au sein de la GRC.

**But :** Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre



décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion de l'officier responsable du CNDSS ou du personnel des SSR-D, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de conférer ; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes SIGRH, FARS et SSS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

**Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD :** 2000/30

**Renvoi au dossier # :** GRC GRC 922

**Enregistrement (SCT) :** 001020

**Numéro de fichier :** GRC PPE 808

**Dossiers sur la solde et les indemnités des membres de la GRC**

**Description :** Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Travaux publics et services gouvernementaux Canada qui s'occupe du fonctionnement du système de paye. Ce fichier peut également comprendre des ordonnances de saisie-arret et de

distriction de fonds. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale.

**Catégorie de personnes :** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique.

**But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintenue de concert avec le ministère des Travaux publics et services gouvernementaux Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du Canada. L'information de cette banque de données est fournie à la compagnie contractuelle dans le but de l'administration des régimes de retraite et d'assurance. On donne à cette information la protection requise telle qu'exigée par la GRC et est comprise dans les clauses du contrat.

**Usages compatibles :** Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des grets des membres de la GRC) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; Zyindex, un système d'exploitation utilisé pour versé des données suite à des demandes de



## Dossiers médicaux des membres de la GRC et d'autres personnes demandant une affectation

### Description : Ce fichier renferme des

renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils ainsi que sur d'autres personnes affectées à des fonctions policières à l'étranger. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les renseignements portent en outre sur le dossier médical des personnes affectées à des fonctions policières à l'étranger. Les dossiers médicaux contiennent de la correspondance, des rapports et des formulés se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leur nom, prénoms et numéro matricule, ainsi que leur numéro d'insigne ou leur numéro d'emploi de la fonction publique. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au Chapitre Affaires des anciens combattants.

### Catégorie de personnes : Personnes qui ont été ou

qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches

parents.. L'AIPRP consultera le gestionnaire de programme et fera le changement lors de la prochaine révision si requis par le gestionnaire. **But :** Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils et les personnes qui sont affectées à des fonctions policières à l'étranger ou qui ont demandé à l'être sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continué dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au Chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Les informations médicales serviront à déterminer si les personnes sont aptes à être affectées à des fonctions policières à l'étranger. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité.

### Usages comptables : L'Officier responsable du

Centre national de décisions des services de santé (CNDSS) ou le personnel des services de santé régionaux ou divisionnaire (SSR-D) se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions, y compris des fonctions policières à l'étranger et pour formuler des recommandations touchant les affectations, l'avancement ou le service continué dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un



justifient les mesures disciplinaires prises à l'égard du membre ; les réprimandes, les avertissements, les rapports de tribunaux de services et de comités d'arbitrage, les mesures disciplinaires simples et graves, les appels, les comités et toute la documentation pertinente ; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes relatives aux plaintes du public qui entraînent des mesures disciplinaires contre un membre et peuvent être conservées dans le fichier GRC PPU 085 ; les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et des infractions criminelles, y compris les comités, les audiences et les décisions. La documentation relative au licenciement obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 Dossiers d'évaluation de rendement des membres de la GRC ou le fichier GRC PPE 802 (Dossiers de service des membres de la GRC). Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS).

**Catégorie de personnes :** Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite.

**But :** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires graves ou simples, les amendes, les faiblesses, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu,

les appels, les poursuites criminelles et civiles, les enquêtes, l'admissibilité au traitement médical et les pensions.

**Usages compatibles :** Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement peuvent être divulguées au plaignant lors de plainte fondée. Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi) ; GRC CMP PPU 085 ( Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

**Normes de conservation et de destruction :** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle de la Bibliothèque et Archives du Canada des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD :** 2000/30

**Renvoi au dossier # :** GRC GRC 926

**Enregistrement (SCT) :** 001017

**Numéro de fichier :** GRC PPE 805

peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD** : 2000/30  
**Renvoi au dossier #** : GRC GRC 926  
**Enregistrement (SCT)** : 001016  
**Numéro de fichier** : GRC PPE 804

**Dossiers d'évaluation de rendement des membres de la GRC**  
**Description** : Ce fichier renferme des renseignements qui donnent un aperçu du rendement du membre au travail. Il contient les documents suivants, rapports d'entrevues, appréciations de rendement, conseils et orientation fournis, les citations, les médailles, les avis d'erreur et les documents pertinents des copies de demandes de formation, les résultats d'examen, et les relevés de paiement lorsque la formation est identifiée dans le RERR Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve.

**But** : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à la formation, la mutation, à l'avancement, la rétrogradation, l'aide aux employés, aux affectations et à la fin de l'emploi.

**Usages compatibles** : Ces renseignements peuvent également être utilisés au Chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

**Normes de conservation et de destruction** : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD** : 2000/30  
**Renvoi au dossier #** : GRC GRC 918  
**Enregistrement (SCT)** : 001013  
**Numéro de fichier** : GRC PPE 801

**Dossiers disciplinaires des membres de la GRC**  
**Description** : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui

peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD** : 2000/30  
**Renvoi au dossier #** : GRC GRC 926  
**Enregistrement (SCT)** : 001016  
**Numéro de fichier** : GRC PPE 804

**Dossiers d'évaluation de rendement des membres de la GRC**  
**Description** : Ce fichier renferme des renseignements qui donnent un aperçu du rendement du membre au travail. Il contient les documents suivants, rapports d'entrevues, appréciations de rendement, conseils et orientation fournis, les citations, les médailles, les avis d'erreur et les documents pertinents des copies de demandes de formation, les résultats d'examen, et les relevés de paiement lorsque la formation est identifiée dans le RERR Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve.

**But** : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à la formation, la mutation, à l'avancement, la rétrogradation, l'aide aux



stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes :** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux.

**But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi.

**Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et la continuation du service. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH).

**Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés par le service desservi durant la période d'emploi et sont retournés à la municipalité deux ans après la cessation d'emploi.

**No. ADD :** 2000/30

**Renvoi au dossier # :** GRC GRC 918

**Enregistrement (SCT) :** 001023

**Numéro de fichier :** GRC PPE 811

**Dossiers des griefs des membres de la GRC**

**Description :** Ce fichier renferme des renseignements sur les griefs présentés par des membres réguliers, des membres spéciaux ou des membres civils de la GRC. Il renferme aussi les

réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS).

**Catégorie de personnes :** Membres réguliers ou civils de la GRC qui ont présenté des griefs concernant un aspect quelconque de leur service.

**But :** Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie.

**Usages compatibles :** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le Comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information

(Programme d'équité en matière d'emploi) Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements personnels du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH) **Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit.

**No. ADD** : 2000/30  
**Renvoi au dossier #** : GRC GRC 918  
**Enregistrement (SCT)** : 001014  
**Numéro de fichier** : GRC PPE 802

**Dossiers des employés municipaux à l'emploi de la GRC**  
**Description** : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les certificats d'habilitation sécuritaire ou relatifs à la fiabilité, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service

demande d'accès à des renseignements personnels et doivent également indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Des dossiers supplémentaires sont également retenus à la Direction générale et aux divisions sur les individus qui ont réussi avec succès le cours d'agent d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans un système tel que le système de soutien bureaucratique de la GRC (ROSS).

**Catégorie de personnes** : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve.

**But** : Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux.

**Usages compatibles** : Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des gîefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818



griefs des membres de la GRC) ; GRC PPE 805  
(Dossiers disciplinaires des membres de la GRC ;  
GRC CMP PPU 085 (Plaintes contre la GRC ou un  
de ses membres, enquêtes et assistance générale)  
; GRC PPE 806 (Dossiers sur la solde et les  
indemnités des membres de la GRC) ; GRC PPE  
818 (Programme d'équité en matière d'emploi).  
Toutes les liaisons concernant l'administration des  
ressources humaines et des plans de rémunération  
sont conformes aux dispositions de la Loi sur la  
protection des renseignements personnels.  
**Normes de conservation et de destruction** : Les  
dossiers conservés au sein de la division doivent  
être détruits lorsque le membre est muté à une  
autre division. Les dossiers conservés à la  
Direction générale doivent être détruits deux  
années civiles après la date de la cessation  
d'emploi à la GRC.  
**No. ADD** : 98/005  
**Renvoi au dossier #** : GRC ADM 002  
**Enregistrement (SCT)** : 002102  
**Numéro de fichier** : GRC PPE 815  
**Dossiers administratifs généraux de la GRC**  
**Description** : Ce fichier renferme des dossiers et  
de la correspondance connexe sur l'acquisition, la  
distribution et l'élimination des uniformes et de  
l'équipement de la GRC, l'enregistrement des  
armes réglementaires, les cartes de circulation et  
les permis de stationnement. Il contient en outre  
d'autres renseignements sur divers sujets où la  
GRC peut accorder ou refuser certains avantages  
ou privilèges. En raison de la nature des dossiers  
administratifs généraux, les données contenues  
dans ce fichier ne sont pas toujours répertoriées  
sous le nom d'une personne en particulier. En plus  
de se conformer aux exigences indiquées sur la  
formule de demande d'accès à des renseignements  
personnels, les personnes doivent donner  
suffisamment de détails concernant leur premier  
contact avec la GRC, y compris la date  
approximative, le lieu, le numéro matricule et la  
nature de l'avantage ou du privilège concerné. Les  
membres actifs doivent indiquer l'endroit où les  
renseignements auxquels ils désirent avoir accès  
peuvent être conservés.  
**Catégorie de personnes** : Personnes qui sont ou  
qui ont été à l'emploi de la Gendarmerie royale du  
Canada en vertu d'un contrat de service.  
**But** : Ce fichier a pour but de consigner des  
renseignements qui sont utilisés au niveau de  
l'administration interne de la Gendarmerie royale  
du Canada.  
**Usages compatibles** : Ces renseignements  
peuvent également servir aux fins de la recherche,

de la planification, de l'évaluation et des analyses  
statistiques et servir pour le couplage de données  
dans les fichiers suivants : GRC PPE 806  
(Dossiers sur la solde et les indemnités des  
membres de la GRC) ainsi que dans les systèmes  
d'entretien d'équipements et parade comme  
répertoire. Toutes les liaisons concernant  
l'administration des ressources humaines et des  
plans de rémunération sont conformes aux  
dispositions de la Loi sur la protection des  
renseignements personnels.  
**Normes de conservation et de destruction** : Les  
dossiers sont conservés au moins deux ans après  
la date de la dernière correspondance. Dans le  
cas du dossier sur les effets et équipements, les  
dossiers sont conservés pour une période de  
douze mois après la date de la transaction et  
conservés sur ruban d'appui pour une période  
additionnelle de quatre ans. Lorsque le dossier est  
désigné comme ayant une valeur archivistique ou  
historique, il est transféré sous le contrôle des  
Archives nationales du Canada de la Bibliothèque  
et Archives du Canada; lorsque le dossier n'est  
pas ainsi désigné, il est détruit.  
**No. ADD** : 98/001.  
**Renvoi au dossier #** : GRC GRC 918  
**Enregistrement (SCT)** : 001019  
**Numéro de fichier** : GRC PPE 807  
**Dossiers de service des membres de la GRC**  
**Description** : Ce fichier renferme des  
renseignements qui donnent un aperçu  
chronologique de la carrière du membre. Les  
dossiers contiennent les documents relatifs aux  
demandes d'emploi et d'engagement, les résultats  
du programme de formation de base des recrues  
(système informatique LAN), évaluations faites  
suite à la formation, recommandations en vue  
d'une promotion ou d'une mutation, les avis de  
mutation et de changement, les certificats  
personnels, des renseignements sur les  
assurances, les déclarations de blessures et  
d'incapacité des membres et des témoins, les  
pensions, les lettres de nomination et de  
licencement, créances à recouvrer, les mutations  
pour raisons personnelles, résultats d'évaluation  
de la langue seconde, profil linguistique, le  
certificat de triage sécuritaire ainsi que le numéro  
d'assurance sociale (NAS), obtenu des lois  
fédérales, pour l'administration du Régime de  
pensions du Canada, de la Loi sur l'assurance-  
emploi et de la Loi de l'impôt sur le revenu. Pour  
avoir le droit de consulter les dossiers qui les  
concernent, les intéressés doivent se conformer  
aux exigences qui figurent sur le formulaire de

pas ainsi désigné, il est détruit.

**No. ADD :** 2000/30

**Renvoi au dossier # :** GRC GRC 918

**Enregistrement (SCT) :** 001021

**Numéro de fichier :** GRC PPE 809

**Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat**

**Description :** Ce fichier contient 1) les demandes

de permission pour application à un emploi secondaire et/ou de participation à des activités extérieures. Sur le formulaire de demande

d'application pour un emploi secondaire/activité extérieure, le membre doit fournir son nom, prénoms et les renseignements relatifs à l'emploi

secondaire/activité extérieure convoitée; 2) des rapports confidentiels sur le signallement des

biens/passifs soumis par le membre lesquels inclus leur nom, prénoms ainsi qu'une description

des biens/passifs reliés au conflit apparent ou potentiel. Ce fichier contient les demandes de

participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont

les rapports d'enquêtes et la correspondance concernant les conflits réels ou potentiels, entre

les intérêts privés et les fonctions et responsabilités officielles du membre.

**Catégorie de personnes :** Tous les membres de la GRC.

**But :** Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les

membres de la G.R.C., de consigner les conflits d'intérêts potentiels.

**Usages compatibles :** Les renseignements servent à régler les situations de conflits d'intérêts

réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures

disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux

agents désignés de déterminer si un ancien membre respecte les mesures d'observation de

l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à

sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le

couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des

cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers

d'évaluation du rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des

membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des

membres de la GRC ; GRC PPE 804(Dossiers des

Gendarmerie royale du Canada comme auxiliaires

de police. Ces renseignements portent sur

l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut

aussi contenir des rapports d'activités et d'appréciation, ainsi que les certificats

d'habilitation sécuritaire ou relatifs à la fiabilité. Les personnes qui veulent consulter ce fichier doivent

satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements

personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont

travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer

l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les

personnes qui désirent obtenir des renseignements particuliers doivent préciser les

documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes :** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police.

**But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre

de processus d'engagement des postulants à un poste d'auxiliaire de police.

**Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant la continuation

du service au sein de la GRC. Les renseignements qu'il contient peuvent également

servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le

couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaire

et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le

système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources

humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. Cette d'information peut être reliée avec le Système

d'information sur la gestion des ressources humaines (SIGRH).

**Normes de conservation et de destruction :** Les dossiers que contient ce fichier sont conservés

pendant sept ans suivant la cessation d'emploi ou pendant deux ans suivant la date de la dernière

pièce de correspondance, selon la plus longue de ces deux périodes. Lorsque le dossier est désigné

comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des

Archives nationales du Canada de la Bibliothèque et Archives du Canada; lorsque le dossier n'est



# Gendarmerie royale du Canada

Chapitre 110

## Fichiers de renseignements personnels particuliers

### Dossiers relatifs aux débats des comités

#### d'avancement des membres de la GRC

**Description :** Ce fichier renferme des curriculum

vitaë, des indicateurs de rendement, des

recommandations des comités de promotion ou

des conseils d'évaluation, les résultats d'examens

de promotion et/ou les résultats d'entrevues

devant le comité de promotion, ou des

renseignements sur les postes qui sont comblés,

des tableaux de comparaison concernant la

sélection du personnel et des descriptions de

tâches. Afin d'avoir accès à ce fichier, les

membres doivent se conformer aux exigences qui

figurent sur le formulaire de demande d'accès à

des renseignements personnels et indiquer leur

nom, prénoms et numéro matricule. Les membres

actifs doivent aussi indiquer leur division. Les

renseignements suivants concernant le poste pour

lequel les mesures de dotation ont été prises sont

également nécessaires : division/direction,

fonction, année et si possible Service. Pour les

aspirants officiers, la date à laquelle le conseil

d'appréciation des aspirants officiers a été tenu

doit figurer. Les personnes qui veulent obtenir des

renseignements particuliers doivent indiquer les

documents qu'elles désirent consulter afin de

faciliter l'acheminement de leur demande. Les

renseignements contenus dans ce fichier peuvent

être conservés dans des dossiers ou encore sous

forme automatisée, par exemple, dans le système

"Information sur les examens".

### Catégorie de personnes : Tous les gendarmes,

les sous-officiers, les gendarmes spéciaux, les

membres spéciaux et les membres civils qui ont

écrit l'examen de promotion et/ou se sont

présentés devant le comité de promotion ou qui

ont été considérés pour une promotion ou une

mutation latérale par les jurys des promotions/

mutations et qui se sont présentés devant le

conseil d'appréciation des aspirants officiers en

tant que postulants au grade d'officier et tous les

officiers, les membres civils et les gendarmes

spéciaux, les membres spéciaux ou grade

équivalant à celui d'un officier, qui ont été

considérés pour de l'avancement par le

Commissaire ou son délégué.

**But :** Ce fichier a pour but de consigner des

renseignements qui servent à choisir des

candidats en vue de promotions et de nominations

au grade d'officier, ainsi qu'à remplir des postes

ainsi que dans la révision des griefs découlant de

ces mesures.

### Usages compatibles : Ces renseignements

peuvent également être utilisés aux fins de la

recherche, de la planification, de l'évaluation et

des statistiques ainsi que pour le couplage des

données dans les fichiers suivants : GRC PPU

070 (Dossiers des postulants et des cadets) ; GRC

PPU 090 (Distinctions et récompenses) ; GRC

PPE 801 Dossiers d'évaluation de rendement

des membres de la GRC) ; GRC PPE 802

(Dossiers de service des membres de la GRC) ;

GRC PPE 804 (Dossiers des griefs des membres

de la GRC) ; GRC PPE 805 (Dossiers

disciplinaires des membres de la GRC ; GRC

CMP PPU 085 (Plaintes contre la GRC ou un de

ses membres, enquêtes et assistance générale) ;

GRC PPE 806 (Dossiers sur la solde et les

indemnités des membres de la GRC) ; GRC PPE

815 (Dossiers relatifs au Code régissant la

conduite des membres de la GRC en ce qui

concerne les conflits d'intérêts et l'après-mandat)

GRC PPE 818 (Programme d'équité en matière

d'emploi). Toutes les liaisons concernant

l'administration des ressources humaines et des

plans de rémunération sont conformes aux

dispositions de la Loi sur la protection des

renseignements personnels. Cette d'information

peut être reliée avec le Système d'information sur

la gestion des ressources humaines (SIGRH).

### Normes de conservation et de destruction : Les

dossiers dans ce fichier sont conservés pendant

un minimum de cinq ans après la date du dernier

document. Lorsque le dossier est désigné comme

ayant une valeur archivistique ou historique, il est

transféré sous le contrôle de la Bibliothèque et des

Archives nationales du Canada ; lorsque le

dossier n'est pas ainsi désigné, il est détruit.

**No. ADD :** 2000/30

**Renvoi au dossier # :** GRC GRC 920

**Enregistrement (SCT) :** 001015

**Numéro de fichier :** GRC PPE 803

### Auxiliaires de police

**Description :** Ce fichier renferme des

renseignements personnels sur les personnes qui

ont été ou qui sont présentement à l'emploi de la

pendant cinq ans à partir de la date de signature du document par l'employé et le gestionnaire, puis il est détruit. Dans le cas des employés qui ne se trouvent pas dans le quartile d'évaluation Expert, le sommaire des compétences, les commentaires généraux du gestionnaire, les commentaires généraux de l'employé et la déclaration sont conservés pendant cinq ans à partir de la date de signature du document par l'employé et le gestionnaire, puis ils sont détruits. La version électronique et intégrale du document d'évaluation des compétences des employés qui ne sont pas considérés comme des experts, ce qui comprend la feuille de planification du perfectionnement et les lignes directrices et la feuille de travail pour la planification de la carrière, est conservée par les Ressources humaines pendant deux ans à partir de la date de signature du document par l'employé et le gestionnaire, puis elle est détruite.

**No. ADD : 98/002**  
**Renvoi au dossier # : FAC POE 920**  
**Enregistrement (SCT) : 006320**  
**Numéro de fichier : FAC PPE 3416**

**Programme d'équité en matière d'emploi**  
**Description :** Ce fichier décrit les renseignements sur les employés des groupes désignés. Les employés devraient s'auto-identifier en indiquant sur un questionnaire s'ils sont homme ou femme, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue, s'ils font partie d'un groupe des minorités visibles. Les renseignements personnels recueillis en vue d'appliquer la Loi sur l'équité en matière d'emploi peuvent inclure le numéro d'emploi de FAC. En outre, nous demandons aux répondants si ces renseignements peuvent être utilisés à des fins de gestion des ressources humaines ou à des fins statistiques seulement.

**Catégorie de personnes :** Tous les employés actuels de la société.

**But :** Ces renseignements documentent la mise en œuvre de la Loi sur l'équité en matière d'emploi au sein de Financement agricole Canada. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentes selon leur groupe désigné (par exemple femmes, autochtones, personnes atteintes d'invalidité et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes désignés au sein de l'effectif à celle des membres des autres groupes au sein de FAC sur le marché du travail. Le numéro d'emploi de FAC peut être utilisé pour lier ces renseignements aux renseignements personnels qui se trouvent dans la

base de données des Ressources humaines afin d'obtenir des renseignements statistiques et la sécurité de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis.

**Usages compatibles :** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en œuvre la politique relative à l'équité en matière d'emploi. Le numéro d'emploi peut être utilisé pour lier ces renseignements aux renseignements personnels qui se trouvent dans la base de données des Ressources humaines afin d'obtenir des renseignements statistiques et pour aider à l'application de la Loi sur l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les données sont conservées pour toute la durée de l'emploi de la personne. Les données sont examinées à tous les cinq ans et les données portant sur des personnes qui ne sont plus à l'emploi de la société depuis au moins deux ans sont détruites.

**No. ADD : 98/002**  
**Renvoi au dossier # : FAC POE 920**  
**Enregistrement (SCT) : 002803**  
**Numéro de fichier : FAC PPE 802**

**Fichiers de renseignements personnels ordinaires**  
 Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés  
 Dossier personnel d'un employé  
 Dotation  
 Formation et perfectionnement  
 Griets  
 Langues officielles  
 Mesures disciplinaires  
 Présences et congés  
 Rémunération et avantages  
 Sécurité et santé au travail  
 Stationnement



# Financement agricole Canada

Chapitre 109

## Fichiers de renseignements personnels particuliers

avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines.

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Approuver et noter la participation des employés à des cours de formation et de perfectionnement.

**Confits d'intérêt** : Les dossiers dans ce fichier contiennent des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Tous les employés.

**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

**Usages compatibles :** Appuyer les décisions sur des situations potentielles de conflit d'intérêt.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

**No. ADD :** 98/002

**Renvoi au dossier # :** FAC POE 920

**Enregistrement (SCT) :** 001626

**Numéro de fichier :** FAC PPE 801

**Usages compatibles :** Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés.

**Normes de conservation et de destruction :** On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** EDC 492, EDC 510 et EDC 590

**Enregistrement (SCT) :** 000154

**Numéro de fichier :** EDC PPE 804

**Évaluation annuelle des compétences** : Les dossiers qui renferment l'information présentée dans ce fichier peuvent contenir les documents suivants : le sommaire de l'évaluation des compétences de l'employé, sa feuille de planification du perfectionnement et les lignes directrices et sa feuille de travail pour la planification de la carrière, ainsi que les commentaires et la signature de l'employé et du gestionnaire. Les renseignements personnels recueillis peuvent comprendre le nom de l'employé, le numéro de dossier personnel de l'employé, les opinions du gestionnaire et celles de l'employé.

**Catégorie de personnes :** Les employés actuels, les anciens employés et les retraités de Financement agricole Canada.

**But :** L'objectif de ces documents est, d'abord, de conserver des renseignements sur le niveau de compétence de chaque employé de FAC, notamment en ce qui a trait à l'identification des besoins en formation et en perfectionnement et à l'approbation du niveau de compétence, et ensuite d'appuyer les décisions relatives aux augmentations et diminutions salariales.

**Usages compatibles :** Les renseignements autres que personnels peuvent être utilisés à des fins statistiques.

**Normes de conservation et de destruction :** Dans le cas des employés considérés comme des experts à la suite du processus d'évaluation des compétences, le document en entier est conservé

relatives à la dotation, aux mutations, aux promotions, aux mesures disciplinaires et à la cessation d'emploi.

**Normes de conservation et de destruction :** On détruit les dossiers deux ans après le départ de l'employé de l'organisme qui lui a attribué une cote de sécurité.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 286

**Enregistrement (SCT) :** 000157

**Numéro de fichier :** EDC PPE 807

#### Dotation

**Description :** Ce fichier renferme les demandes de dotation ; les descriptions de poste ; les échelles de traitement ; les profils de sélection ; les demandes d'emploi des candidats ; les observations des comités de dotation en personnel ; les examens et les résultats ; les offres d'emploi ; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat.

**Catégorie de personnes :** Employés-candidats. **But :** Choisir les candidats et combler les postes vacants.

**Usages compatibles :** aucun

**Normes de conservation et de destruction :** On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation

ou toute mesure administrative ; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier professionnel.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 512

**Enregistrement (SCT) :** 000153

**Numéro de fichier :** EDC PPE 803

#### Formation et perfectionnement

**Description :** Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats ; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement

et de mutations d'employés ; et, (iii) aux fiduciaires et aux fournisseurs de services de régime de retraite avec lesquels EDC a conclu des conventions de gestion financière ou des conventions de services.

**Normes de conservation et de destruction :** On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier des employés qui ont optés pour la valeur réelle de leur prestation de retraite sont conservés pendant deux ans. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des anciens employés qui ont choisis de se faire verser une annuité différée ainsi que le dossier des employés à la retraite, sont conservés à EDC jusqu'à ce que l'employé ait atteint l'âge de 115 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Par la suite, ces dossiers sont envoyés aux Archives nationales du Canada qui peuvent également les conserver de façon permanente si elles estiment qu'ils possèdent une valeur historique.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** EDC 465 et EDC 540

**Enregistrement (SCT) :** 005344

**Numéro de fichier :** EDC PPE 825

#### Autorisations sécuritaires

**Description :** Ce fichier renferme les antécédents personnels ; les résumés des enquêtes menées par le Service canadien du renseignement de sécurité (SCRS) ; les fiches d'empreintes digitales ; les casiers judiciaires ; les directives sur la sécurité et la correspondance relative à l'agrement sécuritaire des employés. (Les détails des enquêtes menées par le SCRS sont gardés dans le fichier Évaluation de sécurité (SRS PPU 005 du SCRS).

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Attribuer la cote de sécurité et fournir des renseignements sur la gestion des mesures sécuritaires du gouvernement. Lorsque les organismes déterminent les cotes de sécurité, ils ne doivent examiner que les renseignements précisés dans ce fichier et non ceux mentionnés dans les dossiers sur les habilitations sécuritaires du SCRS.

**Usages compatibles :** Étayer les décisions



informatisé des ressources humaines.

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Étayer à l'aide de pièces à l'appui les

décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation

linguistique et les réalisations des employés.

**Usages compatibles :** Étayer à l'aide de pièces à

l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions

; collaborer à l'évaluation de la compétence

linguistique des employés et vérifier la gestion des

programmes ayant trait aux langues officielles. Le

numéro d'assurance sociale est utilisé en vertu de

la Loi de l'impôt sur le revenu. Il sert de numéro de

référence pour la formation linguistique des

employés. Il peut également devoir être transmis à

la Commission de la Fonction publique et au

Secrétariat du Conseil du Trésor.

**Normes de conservation et de destruction :** On détruit les dossiers deux ans après la date de la

dernière justification à l'aide de documents.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** EDC 582 et EDC 510

**Enregistrement (SCT) :** 000155

**Numéro de fichier :** EDC PPE 805

**Stationnement**

**Description :** Ce fichier renferme les demandes

de permis de stationnement et la correspondance

relative au stationnement des automobiles dans

les parcs loués par EDC. La section du dossier

personnel de l'employé portant sur la rémunération

et les avantages sociaux contient aussi les

renseignements relatifs aux retenues salariales

effectuées pour le règlement des frais de

stationnement. Les renseignements personnels

contenus dans ce fichier sont également

consignés dans le Système de renseignements

informatisé des ressources humaines et dans le

Système informatisé de gestion.

**Catégorie de personnes :** Employés actuels et

anciens employés qui ont présenté une demande

de permis de stationnement.

**But :** Le fichier sert à étayer l'administration des

avantages en matière de stationnement.

**Usages compatibles :** Les dossiers servent à

administrer la délivrance et l'annulation des permis

de stationnement et à simplifier la retenue des

frais de stationnement sur les salaires.

**Normes de conservation et de destruction :** On

détruit les dossiers deux ans après l'expiration du

permis.

**No. ADD :** 98/005

**Régime de retraite des employés d'Exportation et développement Canada et Régime de retraite**

**complémentaire de certains employés**

**d'Exportation et développement Canada**

**Description :** Ce fichier renferme des formulaires

d'options, des formulaires de désignation de

bénéficiaire, des preuves de services passés et de

la correspondance concernant le régime de

retraite. On y trouve en particulier les

renseignements suivants : nom de l'employé,

numéro d'employé, numéro d'assurance sociale,

date de naissance, sexe, langue préférée,

(en cas de rupture du mariage), date d'entrée en

fonction, date de cessation d'emploi/départ à la

retraite, cotisations et intérêt, gains et service

ouvrant droit à pension, services passés, service

accompagné d'option et droits à retraite. Le fichier

peut renfermer également le nom, la date de

naissance et le sexe des bénéficiaires. Pour

accéder à un dossier, il faut fournir le numéro

d'employé ainsi que les nom et prénom de

l'employé. Les renseignements contenus dans ce

fichier sont enregistrés également dans le système

d'information d'EDC.

**Catégorie de personnes :** Employés permanents,

bénéficiaires désignés et retraités.

**But :** Établir les prestations de retraite des

employés participants d'EDC. Ces renseignements

peuvent être utilisés à des fins de recherche

statistique, d'évaluation actuarielle des coûts et

des obligations découlant du régime de retraite

pour EDC ainsi que pour planifier, appliquer et

évaluer les politiques d'EDC concernant le régime

et les prestations de retraite.

**Usages compatibles :** Pour authentifier les

décisions sur les droits à pension. Le numéro

d'assurance sociale est obtenu dans le cadre de la

Loi de l'impôt sur le revenu pour établir la

deductibilité fiscale des cotisations de l'employé et

pour calculer l'impôt sur les prestations. Les

renseignements sont présentés de manière

sommaire ou détaillée : (i) au bureau fédéral du

surintendant des institutions financières du

Canada et à l'Agence des douanes et du revenu

sur les normes de prestations de pension et de la

Loi de l'impôt sur le revenu ; (ii) aux ministères ou

organismes du gouvernement fédéral, à d'autres

employeurs ou à leurs fiduciaires et aux

institutions financières des employés dans les cas

accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace du programme de santé et de sécurité.

**Usages compatibles :** Étayer les décisions

relatives aux indemnisations et aux congés attribuables à des accidents du travail ; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail ; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres ; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions

propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Développement des ressources humaines Canada.

**Normes de conservation et de destruction :** On conserve les dossiers relatifs à l'administration des premiers soins pendant cinq ans ; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont

conservés pendant 10 ans ; après cette période, les dossiers sont détruits. Quant aux dossiers de Développement des ressources humaines Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 281-3

**Enregistrement (SCT) :** 000156

**Numéro de fichier :** EDC PPE 806

**Langues officielles**

**Description :** Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences ; les demandes de formation linguistique

comportant des données personnelles de base, notamment la première langue officielle de

l'employé, la date de naissance et le numéro

d'assurance sociale aux fins d'identification ; les

résultats des examens de connaissance de la

langue et la correspondance relative aux

compétences des employés en matière de langues

officielles. Les renseignements afférents aux

examens de connaissance de la langue et aux

exemptions sont versés au dossier professionnel

de l'employé. Les renseignements personnels

contenus dans ce fichier sont également

consignés dans le Système de renseignements

renseignements sont fournis et mis à jour par les employés participants et sont supprimés par l'employé au moment de sa cessation d'emploi ou retraite, ou par EDC avec le consentement de l'employé.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 241

**Enregistrement (SCT) :** 005343

**Numéro de fichier :** EDC PPE 820

**Cartes d'identité et laissez-passer**

**Description :** Ce fichier renferme des photos, des formulaires d'identification et la correspondance ayant trait à l'émission de cartes d'identité et de laissez-passer.

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Émettre les cartes d'identité et les laissez-

passer.

**Usages compatibles :** Aucun

**Normes de conservation et de destruction :** On détruit les dossiers deux ans après l'expiration des cartes d'identité et des laissez-passer.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 338

**Enregistrement (SCT) :** 000161

**Numéro de fichier :** EDC PPE 809

**Hygiène et sécurité professionnelles**

**Description :** Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport

d'enquête du superviseur sur un accident; lequel

est conservé au centre de responsabilité

compétent. Conformément aux exigences de

Développement des ressources humaines

Canada, ces rapports renferment des

renseignements personnels sur les employés

victimes d'accident au travail, notamment l'âge, le

sex, l'état civil, le numéro d'assurance sociale,

l'adresse domiciliaire, le traitement et l'emploi. Les

dossiers sur l'administration des premiers soins

sont conservés conformément à la politique du

Conseil du Trésor. Les dossiers, y compris les

rapports médicaux de chaque employé, les

demandes d'indemnisation et la correspondance

connexe, et les pièces justificatives des sommes

versées, sont conservés par Développement des

ressources humaines Canada.

**Catégorie de personnes :** Employés actuels et

anciens employés.

**But :** Consigner tous les détails relatifs à la

sécurité et à la santé ainsi que les causes

d'accidents et de blessures afin de prévenir les



notamment l'âge, le sexe, le numéro d'assurance sociale, le numéro du régime provincial d'assurance-maladie, le numéro d'emploi, l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de téléphone, ainsi que la correspondance relative au recrutement et à la cessation d'emploi, au traitement et aux indemnités, aux retenues salariales et aux avantages sociaux, au régime de pension, à la fiche de présences et de congés, à l'équité d'emploi, le cas échéant, et aux certificats médicaux à l'appui des congés de maladie. Les documents d'appui comprennent des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants ; les certificats de mariage ou de décès ; le nom de la personne avec qui communiquer en cas d'urgence ; les renseignements bancaires permettant le virement du traitement ; et les fiches de désignation des bénéficiaires. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines.

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi ; la fiche de présences et de congés ; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux.

**Usages compatibles :** Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi ; à la fiche de présences et de congés ; au traitement, aux prestations et aux avantages sociaux ; au régime de pension ; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert à la gestion de la feuille de paye, la préparation du formulaire T-4 ainsi que les avantages sociaux reliés à la pension. On le transmet également, avec d'autres renseignements, à l'Agence des douanes et du revenu du Canada pour l'impôt sur le revenu, à l'Approvisionnement et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et

aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application.

**Normes de conservation et de destruction :** On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 80 ans ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver les dossiers de façon permanente si elles estiment qu'ils possèdent une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est conservé jusqu'à ce que l'employé ait atteint l'âge de 115 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 540

**Enregistrement (SCT) :** 004247

**Numéro de fichier :** EDC PPE 802

**Base de données sur les compétences**

**Description :** Sont contenus dans cette banque les renseignements suivants : le nom des employés qui choisissent de participer à ce programme, leur poste et leur équipe, ainsi que leurs numéros de téléphone, les langues qu'ils parlent, leurs désignations professionnelles et des données relatives à leurs domaines de compétence.

**Catégorie de personnes :** Les employés d'EDC qui choisissent de participer à ce programme.

**But :** Créer un outil qui facilite le partage de l'information et l'utilisation des pratiques exemplaires parmi les employés, ce qui leur permettra de prendre plus rapidement de meilleures décisions professionnelles.

**Usages compatibles :** Les renseignements servent à cerner les domaines de compétences des employés participants.

**Normes de conservation et de destruction :** Les

Fichiers de renseignements  
personnels particuliers

Conflits d'intérêts

**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêts, ainsi que des rapports d'enquête et de la correspondance concernant les conflits d'intérêts potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Employés actuels et anciens employés qui se trouvent ou pourraient se trouver en situation de conflit d'intérêts.

**But :** Le fichier sert à étayer la mise en œuvre de la politique d'EDC en matière de normes de conduite.

**Usages compatibles :** Les dossiers permettent d'établir s'il y a conflit d'intérêts et, le cas échéant, de trouver un moyen de résoudre la situation de conflit d'intérêts.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêts potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** EDC 2000-C4 et EDC 2080-A2

**Enregistrement (SCT) :** 000160

**Numéro de fichier :** EDC PPE 810

**Dossier professionnel de l'employé**

**Description :** Ce fichier renferme des renseignements personnels sur l'employé,

notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'employé, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qu'il

Système de renseignements informatisé des ressources humaines.

**Catégorie de personnes :** Employés actuels et anciens employés.

**But :** Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi.

**Usages compatibles :** Étayer les décisions portant sur la dotation ; la rémunération et les avantages sociaux ; la formation et le perfectionnement ; les langues officielles ; la santé et la sécurité professionnelles.

**Normes de conservation et de destruction :** On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il

possède une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est joint au dossier personnel de l'employé que l'on garde jusqu'à ce que l'employé ait atteint l'âge de 115 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique.

**No. ADD :** 98/005

**Renvoi au dossier # :** EDC 510

**Enregistrement (SCT) :** 004246

**Numéro de fichier :** EDC PPE 801

**Dossier personnel de l'employé**

**Description :** Ce fichier renferme des renseignements personnels sur l'employé,

peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le



# Environnement Canada

Chapitre 107

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

## Fichiers de renseignements personnels ordinaires

5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique.

**Usages compatibles :** Ce fichier sert lors des processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés sur rubans pendant vingt (20) ans et sont finalement détruits.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CSPS 075

**Enregistrement (SCT) :** 001484

**Numéro de fichier :** EFPC PCE 761

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

# École de la fonction publique du Canada

## Fichiers de renseignements personnels centraux

### Comité de révision linguistique

**Description :** Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissance de la langue seconde avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité de révision linguistique.

**Catégorie de personnes :** fonctionnaires dont le cas a été présenté au Comité de révision linguistique. **But :** Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique.

**Usages compatibles :** Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas.

**Normes de conservation et de destruction :** Les dossiers concernant les demandes de révision suite à un retrait de la formation linguistique ou suite au résultat de l'orientation linguistique sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits. **No. ADD :** 2001/025

**Renvoi au dossier # :** CSPS 075  
**Enregistrement (SCT) :** 001459  
**Numéro de fichier :** EFPC PCE 758

### Information et inscription aux cours

**Description :** Ce fichier peut contenir des renseignements de base sur les participants à des cours ainsi que des données administratives sur les cours suivis. Toutes les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer le numéro de cours pertinent à l'EFPC.

**Catégorie de personnes :** Toute personne qui a suivi ou qui suit un cours offert par l'EFPC. **But :** Ce fichier a été créé conformément aux dispositions de l'alinéa 5(b) de la Loi sur l'emploi dans la fonction publique en vue d'établir et de tenir des dossiers sur les employés et les personnes qui ont suivi ou qui suivent un cours offert par l'EFPC.

**Usages compatibles :** Ce fichier sert à fournir les renseignements nécessaires pour donner les

cours de formation offerts par l'EFPC.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq (5) ans après la fin de l'activité de formation et sont ensuite détruits. **No. ADD :** 99/020, 2001/025

**Renvoi aux dossiers # :** CSPS 015, CSPS 025, CSPS 050, CSPS 055, CSPS 070

**Enregistrement (SCT) :** 001478  
**Numéro de fichier :** EFPC PCE 732

### Orientation linguistique

**Description :** Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la légon recommandée et la durée de formation prévue. **Catégorie de personnes :** Candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription en formation linguistique de base.

**But :** Ce fichier a été créé conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation.

**Usages compatibles :** Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir au Centre de formation linguistique des données de nature administrative.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont conservés pendant vingt (20) ans et sont ensuite détruits. **No. ADD :** 2001/025

**Renvoi au dossier # :** CSPS 075  
**Enregistrement (SCT) :** 001482

**Numéro de fichier :** EFPC PCE 760

### Services en formation linguistique

**Description :** Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, les résultats des tests diagnostiques, ainsi que les résultats obtenus lors de la formation linguistique. **Catégorie de personnes :** Toutes personnes qui ont suivi des cours de formation linguistique. **But :** Ce fichier existe conformément à l'article



d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi ; et les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'œuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles).

**Normes de conservation et de destruction :** Les renseignements sont conservés pour un minimum de deux ans après la dernière action.

**No. ADD :** 98/005  
**Renvoi aux dossiers # :** DSC HRS 025, DSC HRS 040

**Enregistrement (SCT) :** 005815  
**Numéro de fichier :** DSC PPE 812

## Fichiers de renseignements personnels ordinaires

Aide aux employés  
Autorisations sécuritaires  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique

# Diversification de l'économie de l'Ouest Canada

Chapitre 105

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Activités d'accueil  
Aide aux employés

Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

**Programme informatisé sur la planification des ressources humaines**

**Description :** Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes de DRHIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et les employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historiquement (y compris la formation et l'évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérieures, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites ; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employés identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie).

**Catégorie de personnes :** Dossiers et données sur tous les employés et employées actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels.

**But :** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines.

**Usages compatibles :** Les données servent

**Normes de conservation et de destruction :** L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e).

**No. ADD :** 98/005

**Renvoi au dossier # :** DSC CIM 025

**Enregistrement (SCT) :** 003410

**Numéro de fichier :** DSC PCE 781

**Fichiers de renseignements personnels**

**Étude et planification des carrières**

**Description :** Cette banque comporte notamment les documents suivants : deux des plus récentes évaluations ou plus, des données et des renseignements sur la planification de carrière, ainsi qu'un curriculum vitae ou un sommaire biographique.

**Catégorie de personnes :** Les employés de DSC et de RHDC.

**But :** Les renseignements que l'on retrouve dans cette banque seront utilisés au cours du processus d'examen et de planification de la carrière par les membres des Comités d'examen participant à l'évaluation du rendement et à la planification de la carrière ainsi que pour les présentations en vue d'affectations et de détachements par les gestionnaires utilisateurs. Les membres des comités ont accès aux renseignements de cette banque par l'entremise du gestionnaire de secteur, du Directeur des ressources humaines, du conseiller en gestion des ressources humaines, ou de l'unité administrative responsable.

**Usages compatibles :** Les usages compatibles de ces renseignements comprennent notamment la création de répertoires de dotation pour déterminer les candidats et candidates qui ont manifesté des intérêts particuliers à contribuer à la dotation de postes, des qu'ils deviennent disponibles. Ils peuvent également être utilisés pour l'établissement des priorités et l'autorisation de formation et de perfectionnement pour répondre aux besoins cernés en planification des ressources humaines, ainsi qu'à des fins d'analyses ou de prévisions statistiques.

**Normes de conservation et de destruction :** Les renseignements sont conservés pour cinq ans. :

**No. ADD :** 98/005

**Renvoi aux dossiers # :** DSC HRS 025, DSC HRS 040

**Enregistrement (SCT) :** 005814

**Numéro de fichier :** DSC PPE 802



# Développement économique Canada pour les régions du Québec

Chapitre 103

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Code de valeurs et d'éthique de la fonction publique

- Dossier personnel d'un employé
- Dotation
- Griefs
- Harcèlement
- Langues officielles
- Programme d'équité en matière d'emploi
- Sécurité et santé au travail

# Développement social Canada

## Fichiers de renseignements personnels centraux

Chapitre 104

## Projet-pilote de gestion des incapacités fonctionnelles

**Description :** L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement Social Canada, Ressources humaines et développement des compétences Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans

le processus de réadaptation et de retour au travail. Il peut aussi contenir un certificat d'un praticien médical concernant l'état des capacités physiques ou mentales de l'individu(e). **Catégorie de personnes :** Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont présentement dans leur démarche de réinsertion dans leur lieu de travail. **But :** Le but de ce fichier est d'aider les gestionnaires de cas à tester un programme pilote de gestion des incapacités fonctionnelles qui prévienne les incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après avoir subi une blessure ou une maladie. **Usages compatibles :** L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du projet pilote.

personnel civil (PRPC), à la disponibilité des dossiers d'emploi en matière de substitution, aux indemnités financières et aux indemnités d'étude, à la santé et la sécurité, aux recrutements, ainsi qu'aux absences du foyer et aux déclarations de résidence ordinaire – personnel militaire. Procédés applicables aux militaires et aux civils : tenir des dossiers sur les congés que les employés accumulent et utilisent; processus liés à la gestion des postes : poste, données sur la section et catégorie de l'unité; faire la coordination des postes, des points et des données sur la classification comme la catégorie; administration du personnel : date et lieu de naissance, personnes à charge, lieu de travail, scolarité, programme d'engagement, anciens membres de la Force régulière, état civil, catégorie médicale, profession militaire, nom, qualification professionnelle, profil linguistique à jour (données sur les employés et profil linguistique du poste), grade, antécédents de service dans le poste actuel et numéro matricule. Les membres de la Force régulière en service peuvent demander personnellement à un utilisateur local du système d'entreprise un sommaire des dossiers personnels, dans lequel se trouve un résumé des données qui les concernent ou consulter un système sur le Web appelé Application d'accès pour le personnel civil et militaire (AAPCM). Les dossiers des militaires libérés des FC ne sont pas mis à jour. **Catégorie de personnes** : Cette banque de données s'applique aux anciens militaires des FC (Force régulière et de Réserve) et ceux en service, ainsi qu'aux employés civils du MDN. **But** : Cette banque de données sur les transactions vise à fournir et à vérifier des renseignements à l'intention du personnel chargé de la gestion et de l'administration du personnel du MDN et des FC, à tous les niveaux du Ministère. Cela comprend les systèmes suivants : Système informatisé des messages d'affectations (SIMA) destiné aux gestionnaires de carrière; Système automatisé d'instruction de changement de grade (SAICG) servant à la publication des messages de promotion; le SAFC servant aux changements organisationnels; base de données de rapports sur les produits extrants, Système d'information financière (SIF), régime de soins dentaires de la Great West, Système d'information de gestion sur l'instruction individuelle (SIGII), système de soutien des conseils de promotion au mérite (SSCM) servant à aider les militaires faisant partie des conseils de sélection au mérite, interface avec les langues officielles (LO), système de suivi du

Programme de perfectionnement professionnel des officiers (PPO), système de soutien de l'administration du personnel, Travaux publics et Services gouvernementaux Canada (TPSGC), Système de gestion de l'accès aux numéros matricules (SGANM), Programme subventionné de formation universitaire (PSFU), enveloppe des traitements et salaires (ETS), norme générale de classification (NGC) et soutien à la gestion de l'information. Les dossiers sont accessibles si l'on fournit les renseignements suivants : nom complet et/ou numéro matricule, CIDP ou numéro d'identification de l'employé dans l'entreprise. **Usages compatibles** : Les renseignements de cette banque de données servent à : mettre à jour et confirmer les données communes sur le personnel qui sont stockées grâce au système central de calcul de la solde (SCCS); simplifier le processus décisionnel en ce qui concerne le personnel; répondre aux questions sur les données relatives au personnel, de manière contrôlée; appuyer la mise à jour de renseignements communs comme les compétences; élaborer des rapports à l'intention des gestionnaires afin de simplifier le processus décisionnel; mettre à jour les sous-systèmes de données des états-majors des trois armées et des chefs de groupe. Le NAS est recueilli conformément à la Loi de l'impôt sur le revenu et la Loi sur l'assurance-emploi afin de gérer et d'administrer la rémunération. Le NAS est supprimé du SGRH après que la première transaction de paie a été transmise au SCSCS. **Normes de conservation et de destruction** : Les dossiers sont conservés cinq ans après la dernière formalité administrative. Ils sont ensuite détruits. **No. ADD** : 98/005 **Renvoi au dossier** : MDN DSG 785 **Enregistrement (SCT)** : 004155 **Numéro de fichier** : MDN PPE 805.

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion Aide aux employés Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat

personnel civil (PRPC), à la disponibilité des dossiers d'emploi en matière de substitution, aux indemnités financières et aux indemnités d'étude, à la santé et la sécurité, aux recrutements, ainsi qu'aux absences du foyer et aux déclarations de résidence ordinaire – personnel militaire. Procédés applicables aux militaires et aux civils : tenir des dossiers sur les congés que les employés accumulent et utilisent; processus liés à la gestion des postes : poste, données sur la section et catégorie de l'unité; faire la coordination des postes, des points et des données sur la classification comme la catégorie; administration du personnel : date et lieu de naissance, personnes à charge, lieu de travail, scolarité, programme d'engagement, anciens membres de la Force régulière, état civil, catégorie médicale, profession militaire, nom, qualification professionnelle, profil linguistique à jour (données sur les employés et profil linguistique du poste), grade, antécédents de service dans le poste actuel et numéro matricule. Les membres de la Force régulière en service peuvent demander personnellement à un utilisateur local du système d'entreprise un sommaire des dossiers personnels, dans lequel se trouve un résumé des données qui les concernent ou consulter un système sur le Web appelé Application d'accès pour le personnel civil et militaire (AAPCM). Les dossiers des militaires libérés des FC ne sont pas mis à jour. **Catégorie de personnes** : Cette banque de données s'applique aux anciens militaires des FC (Force régulière et de Réserve) et ceux en service, ainsi qu'aux employés civils du MDN. **But** : Cette banque de données sur les transactions vise à fournir et à vérifier des renseignements à l'intention du personnel chargé de la gestion et de l'administration du personnel du MDN et des FC, à tous les niveaux du Ministère. Cela comprend les systèmes suivants : Système informatisé des messages d'affectations (SIMA) destiné aux gestionnaires de carrière; Système automatisé d'instruction de changement de grade (SAICG) servant à la publication des messages de promotion; le SAFC servant aux changements organisationnels; base de données de rapports sur les produits extrants, Système d'information financière (SIF), régime de soins dentaires de la Great West, Système d'information de gestion sur l'instruction individuelle (SIGII), système de soutien des conseils de promotion au mérite (SSCM) servant à aider les militaires faisant partie des conseils de sélection au mérite, interface avec les langues officielles (LO), système de suivi du



conservées dans l'un ou l'autre fichier ou les deux. Formules d'évaluation des candidats FC 283 et MDN 2158 sous forme de copies originales, jusqu'au transfert sous forme de microfiche ou DC pour une période indéfinie. Tous les autres documents jusqu'au transfert de l'information dans la banque de données. Les données automatisées indéfiniment.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN BPP 360

**Enregistrement (SCT) :** 000184

**Numéro de fichier :** MDN PPE 815

#### Services sociaux

**Description :** Ce fichier contient les

renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Les personnes qui désirent consulter ces dossiers doivent

indiquer : le code d'emploi militaire, l'endroit et

date de(s) l'entrevue(s) en plus du nom de

l'interviewer du militaire en question (s'il y a lieu),

leur grade, leurs noms et prénoms, le numéro de

matricule.

**Catégorie de personnes :** Cette banque

s'applique aux militaires des FC et les membres

des leurs familles immédiates.

**But :** Les renseignements consignés visent à aider le

travailleur social dans ses activités professionnelles

de traitement et de gestion de cas.

**Usages compatibles :** Conformément à l'ordre du

service de santé des FC 8-02, les renseignements

des militaires des FC et leurs personnes à charge

régies par le Code de discipline militaire peuvent

être divulguées : au commandant, aux autorités

provinciales ou municipales selon les législations,

aux fins de poursuites judiciaires, aux policiers

militaires, à des corps spéciaux d'enquêtes dans la

conduite d'une enquête légale, à une commission

d'enquête ou une enquête sommaire menant une

enquête sur un accident ou un événement qui a

causé des blessures ou la mort d'une personne.

**Normes de conservation et de destruction :** Les

dossiers sont détruits après cinq années civiles,

une fois qu'un cas est réglé.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN BSP 405

**Enregistrement (SCT) :** 000181

**Numéro de fichier :** MDN PPE 812

#### Système de garnison du personnel à Alert

**Description :** Le fichier du système de garnison

du personnel à Alert renferme des renseignements

personnels concernant la sélection de personnel

de rechercher en communication (Ch Comm 29) et

de militaires d'autres groupes professionnels des FC pour une affectation temporaire à la SFC Alert. Plus précisément, il comprend les renseignements suivants : sexe, grade, numéro matricule, codes de groupes professionnels militaires, qualifications de spécialiste, affectations temporaires antérieures, unité d'appartenance et attestation de sécurité. On peut y avoir accès en fournissant le nom, les initiales et le numéro matricule. **Catégorie de personnes :** Chercheurs en communication (Ch Comm 219) et autres membres commissionnés et militaires du rang des FC. **But :** L'information est utilisée lors de l'affectation de personnel militaire à la SFC Alert. S'il est nécessaire d'y affecter des militaires à tour de rôle, cette information sert à veiller à ce qu'ils soient traités de façon juste et équitable. **Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Les

dossiers seront conservés jusqu'à la fermeture de

la SFC Alert.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN ACP 630

**Enregistrement (SCT) :** 002856

**Numéro de fichier :** MDN PPE 871

#### Système de gestion des ressources humaines (SGRH)

**Description :** Cette banque est un système

unique et intégré de gestion des renseignements

sur les ressources humaines (RH), conçu pour

utiliser le logiciel de RH PeopleSoft et pouvant

servir aux militaires, aux employés et aux

gestionnaires du MDN et des FC afin d'appuyer la

Force régulière, la Réserve et les éléments civils

du Ministère. Le SGRH permet d'appuyer les

processus militaires et civils des RH suivants :

affectations et structure des groupes

professionnels militaires; rémunération civile (paye

et avantages sociaux/congés) pour la tenue à jour

de toutes les données relatives aux employés (p.

ex., adresse, situation d'emploi, CIDP, catégorie et

échelon salariaux); demandes d'autorisation afin de

pouvoir aux postes prioritaires de gestionnaires et

employés visés par le Programme de

réaménagement des effectifs; dotation : tenir à jour

les données relatives à la dotation (numéros de

concours, processus, renseignements sur les

candidats, planification des ressources humaines);

tenir à jour les données concernant l'équité en

matière d'emploi pour les groupes cibles et en

faire le suivi; mesurer la participation à des

programmes spéciaux de perfectionnement;

données liées au Programme de réduction du

Les suggestions qui sont non retenues seront protégées pour une période de douze mois et seront détruites après trois années civiles.

**No. ADD :** 98/001

**Renvoi au dossier # :** MDN DSE 045

**Enregistrement (SCT) :** 000194

**Numéro de fichier :** MDN PPE 825

## Rapports d'appréciation du rendement

**Description :** Ce fichier contient les

renseignements suivants : rapports d'appréciation du personnel, rapports de cours. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de libération, s'il y a lieu, les noms et prénoms, le numéro matricule.

**Catégorie de personnes :** Cette fichier s'applique aux militaires de la Force régulière et de la Force de réserve en service de réserve de classe «C».

**But :** Ce fichier électronique constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue : des décisions administratives relatives à la gestion du personnel, à être gardés dans les Forces, à être reclassifiés, libérés, à suivre des cours de formation, le mérite relatif et l'aptitude des divers candidats à être promus.

**Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

**Normes de conservation et de destruction :** Les dossiers du fichier sont conservés : pendant cinq ans après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720.

**No. ADD :** 98/005 et 2000/019

**Renvoi au dossier # :** MDN CNS 520

**Enregistrement (SCT) :** 000206

**Numéro de fichier :** MDN PPE 838

## Relevés de notes – étudiants du collège militaire royal

**Description :** Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant : l'année ou les années où le collège a été fréquenté, les noms et prénoms, le numéro de l'étudiant lorsque l'on demande des renseignements, le numéro matricule ou numéro du collège.

**Catégorie de personnes :** Cette banque s'applique aux étudiants qui fréquentent, ont fréquenté, le collège militaire royal.

**But :** Ce fichier a pour objet de tenir un dossier

des résultats obtenus chaque année par les étudiants et les élèves officiers qui fréquentent ou ont fréquenté le collège militaire royal (CMR). Les dossiers servent à des fins administratives et statistiques et environ 1 000 étudiants en font l'objet chaque année.

**Usages compatibles :** Ces résultats sont utilisés afin de voir le rendement dans le "pilier académique" du système quatre piliers au collège, pour les fins statistiques, et pour confirmer le rendement passé du membre s'il/elle veut faire application pour les études supérieures à une date à l'avenir.

**Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment à des fins historiques.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN REI 370

**Enregistrement (SCT) :** 000212

**Numéro de fichier :** MDN PPE 844

## Renseignements - Banque de données -

**Recherche psychotechnique des Forces canadiennes**

**Description :** Ce fichier informatisé renferme : des données sur les tests de sélection, des renseignements recueillis au cours de sondages effectués sur les candidats : Education; Plan de demandeur; Préférences de carrière de demandeur; l'attrition, le harcèlement, le rendement de la formation les conditions de service. Les personnes qui désirent le consulter doivent indiquer : l'année de la demande d'enrôlement, le numéro matricule, le NAS, les noms et prénoms.

**Catégorie de personnes :** Ce fichier s'applique : aux candidats à un poste dans les FC, aux militaires du cadre actif, aux anciens militaires des FC.

**But :** Ce fichier de données informatisé fournit une base de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations des programmes/politiques.

**Usages compatibles :** Le numéro du candidat, le numéro matricule ou le code d'identification de l'équipe de recherche en personnel (ERP) peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier PPE 805 Système intégré de gestion des ressources humaines de la défense (SIGRHD) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fins communes aux deux fichiers et conformément au motif pour lequel elles avaient été recueillies. Les données ainsi assorties peuvent ensuite être



**But :** Ce fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à l'instauration : de réhabilitation et d'application, de traitement, d'un programme d'éducation préventive, de mesures administratives prescrit dans le OAFIC 19-21. **Usages compatibles :** Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues pour fins de statistiques. Les renseignements seront utilisés au sein du MDN seulement et seront partagés avec : la police militaire, le Commandant du militaire, les conseillers médicaux/sociaux, les gérants de carrières. Les renseignements serviront au Commandant afin de prendre les mesures administratives nécessaires touchant la carrière des militaires conformément à la OAFIC 19-21. **Normes de conservation et de destruction :** Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu pour un an et toute documentation est conservée pour deux ans à moins d'une directive contraire du QGDN, et ensuite détruite. **No. ADD :** à venir. **Renvoi au dossier # :** MDN PCA 630 **Enregistrement (SCT) :** 003172 **Numéro de fichier :** MDN PPE 890

**Programme d'équité en matière d'emploi pour les Forces canadiennes**  
**Description :** Ce fichier contient des renseignements personnels (Protégés B) sur les militaires. Tous ces renseignements ont été recueillis au moyen de questionnaires auto identification. Les répondants doivent indiquer volontairement s'ils font partie d'un groupe désigné (autochtones, femmes, minorités visibles, personnes handicapées).  
**Catégorie de personnes :** Cette banque s'applique aux militaires de la Force régulière et aux Forces de Réserves.  
**But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre d'équité en matière d'emploi pour les FC assujetties à la section 9 de la partie 1 de la loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des militaires, présentés selon leur groupe désigné.  
**Usages compatibles :** Les FC peuvent recueillir des données à des fins statistiques seulement. Les renseignements recueillis sont utilisés : dans le cadre des programmes d'équité en matière d'emploi des FC afin de déterminer et de supprimer les obstacles à la carrière des membres des groupes désignés, afin d'introduire

des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au sein des FC, à l'élaboration et la mise en œuvre de politique connexe à l'équité en matière d'emploi, afin de réaliser un profil personnel des militaires, pour comparer la situation des militaires des groupes désignés avec celles des autres groupes au sein des FC. Ces renseignements ne seront divulgués que sous forme de compilations statistiques. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistiques ne devraient pas être divulguées.

**Normes de conservation et de destruction :** La base de donnée est maintenue à perpétuité en accord avec la Loi d'EE. Le formulaire d'auto-identification doit être conservé pour une période de cinq ans et sont alors détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** MDN DUE 565  
**Enregistrement (SCT) :** 003342  
**Numéro de fichier :** DND PPE 816

**Programme des primes à l'initiative**  
**Description :** Ce fichier contient : les documents relatifs à l'administration des initiatives, des données statistiques, les procès-verbaux des réunions, le règlement du Programme, les renseignements personnels fournis, les suggestions. Les personnes qui désirent le consulter doivent l'indiquer : le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, la date à laquelle elles ont fait leur suggestion ou reçu la prime, les noms et prénoms, le numéro de dossier ou l'objet de la suggestion.

**Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.  
**But :** Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du MDN.  
**Usages compatibles :** Le numéro d'assurance sociale et l'adresse sont nécessaires pour : recevoir un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services gouvernementaux, ainsi qu'aux fins d'impôts du ministère de l'Agence des douanes et du revenu du Canada, conformément à la Loi de l'impôt sur le revenu.

**Normes de conservation et de destruction :** Les suggestions qui sont acceptées qui aboutissent à une récompense de moins que 1000\$ sont détruites après trois années civiles. Les suggestions qui sont acceptées égale ou supérieur à 1000\$ sont détruites après cinq années civiles.

**Procès-verbaux des cours martiales**  
**Description :** Les procès-verbaux des cours martiales constituent un compte rendu exact de tous : les décisions, les documents ayant servi de pièces justificatives, les plaidoiries, les témoignages, les verdicts et sentences des cours martiales. Les personnes qui désirent consulter ces dossiers doivent indiquer : Le nom et les prénoms de l'accusé, l'endroit où s'est réunie la cour martiale et, s'il y a lieu, le grade de l'accusé.  
**Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux personnes justiciables du code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale.  
**But :** Les dossiers sont gardés pour des fins administratives de recherches et pour les cas où l'on fait appel des décisions devant la Cour d'appel de la cour martiale du Canada et devant la Cour suprême du Canada.  
**Usages compatibles :** Il n'existe pas d'usages compatibles.  
**Normes de conservation et de destruction :** Les documents créés après le 1er sep 99 sont gardés par le JMC/ACM. Les documents créés avant le 1er sep 99 sont gardés par le JAG/DPM. Les dossiers ne sont jamais détruits.  
**No. ADD :** à venir.  
**Renvoi au dossier # :** MDN JAG 035  
**Enregistrement (SCT) :** 000199  
**Numéro de fichier :** MDN PPE 830  
**Programme de mentorat du CST**  
**Description :** Ce fichier contient des renseignements personnels offerts sur une base volontaire par les mentors et les protégés, notamment le nom, les antécédents académiques, les cours de perfectionnement, les buts et les opinions personnelles. Il peut aussi inclure les curriculum vitae, les antécédents professionnels, les évaluations et les statistiques du programme de mentorat ainsi que des évaluations individuelles et des mises à jour en ce qui concerne les mentors et les protégés.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Ces renseignements sont tenus à jour dans le but de fournir de la documentation en vue de la planification, l'administration et la mise en oeuvre du programme de mentorat.  
**Usages compatibles :** Tenir un registre des participants au programme (mentors et protégés). Planifier, administrer, élaborer des rapports et évaluer le programme de mentorat. Créer et tenir à jour une liste de mentors et de leurs compétences.  
**Normes de conservation et de destruction :** Ces dossiers seront détruits six mois après que

l'employé se sera retiré du programme.  
**No. ADD :** 97/003  
**Renvoi au dossier # :** être déterminé  
**Enregistrement (SCT) :** 004439  
**Numéro de fichier :** MDN PPE 820  
**Programme de primes au mérite**  
**Description :** Ce fichier contient : des données personnelles sur les candidats proposés, des états de service, des procès-verbaux des réunions, le règlement du Programme, des statistiques. Les personnes qui désirent consulter le fichier doivent indiquer : la catégorie d'emploi militaire, la date à laquelle elles ont été nommées ou ont reçu la prime, la date de naissance, le grade, les noms et prénoms.  
**Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.  
**But :** Ce fichier a pour objet d'administrer le Programme de primes au mérite du MDN. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite au nom du commandant ou du chef de groupe.  
**Usages compatibles :** Le numéro d'assurance sociale et l'adresse sont nécessaires : pour un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services gouvernementaux ainsi qu'aux fins d'impôts de l'Agence des douanes et du revenu du Canada, conformément à la Loi de l'impôt sur le revenu.  
**Normes de conservation et de destruction :** Les dossiers sont détruits après trois années civiles.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** MDN DSE 045  
**Enregistrement (SCT) :** 000195  
**Numéro de fichier :** MDN PPE 826  
**Programme de tests obligatoires de dépistage de drogues des Forces canadiennes**  
**Description :** Ce fichier contient : les décisions administratives prises envers la carrière des militaires qui en font la demande, les détails administratifs pertinents à chaque échantillon recueilli, les résultats des tests en laboratoire produit à partir des échantillons d'urine recueillis lors du Programme de tests obligatoires (des FC) de dépistage de drogues. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer : la date et l'endroit où a eu lieu la cueillette (Code d'identification d'Unité), les noms au complet incluant les initiales, les numéros matricules.  
**Catégorie de personnes :** Cette banque s'applique aux militaires de la Force régulière et de la Réserve.



soins prodigués aux patients, qui déterminent si une plainte porte sur des carences de nature systémique et (ou) un problème portant sur la compétence et (ou) la conduite d'un fournisseur de soins de santé pour les FC, ou qui analysent les états de service, les références, l'expérience et les autres exigences de tous les fournisseurs de soins du groupe des services de santé des FC; ces gens feront des recommandations relativement aux privilèges et à l'étendue de la pratique des fournisseurs de soins.

**Normes de conservation et de destruction :**

Ces renseignements seront conservés cinq ans après la libération du militaire et seront ensuite détruits. Toutefois si un changement y est apporté ou lorsque la plainte à l'étude a été rejetée, une mention à cet effet sera inscrite au fichier.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN BSS 495

**Enregistrement (SCT) :** 003960

**Numéro de fichier :** MDN PPE 898

**Personnel militaire - dossier des griefs**

**Description :** Ce fichier constitue un dossier des demandes de redressement de griefs, décisions rendues à l'égard de ces griefs. On peut avoir accès aux dossiers en fournissant le code d'occupation militaire, le nom et le prénom, le grade, le numéro de matricule et l'année du grief.

**Catégorie de personnes :** Cette banque

s'applique aux militaires des FC.

**But :** Le fichier a pour objet d'enregistrer les

décisions rendues à l'égard de ces griefs, les

demandes de redressement de griefs présentées

conformément aux ordonnances, les règlements

établis en vertu de la Loi sur la Défense nationale.

**Usages compatibles :** L'enquête, par les FC, des

plaintes portées en vertu de la Loi canadienne sur

les droits de la personne, par la même personne

qui a présenté le grief et ayant trait au même sujet.

**Normes de conservation et de destruction :** Les

dossiers sont détruits cinq ans après les dernières

formalités administratives.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** MDN ACP 630, MDN

CNS 520

**Enregistrement (SCT) :** 000200

**Numéro de fichier :** MDN PPE 831

**Planification financière – Services financiers**

du RARM

**Description :** Cette banque de données renferme

des demandes de services de planification

financière, de directives d'investissement et

d'information financière qui nous ont été adressées

par nos clients. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule (le cas échéant).

**Catégorie de personnes :** Cette banque

concerne les membres actifs et retraités des

Forces canadiennes, et les employés de l'Agence

de soutien du personnel des Forces canadiennes.

**But :** Cette banque a pour objet de tenir un

dossier sur chaque client qui a demandé des

services de planification financière.

**Usages compatibles :** Cette information est

strictement utilisée pour l'administration (gestion)

de la planification financière. Autre que ceci, il n'y

a pas d'autres utilisités.

**Normes de conservation et de destruction :** Les

dossiers sont détruits sept ans après la mort d'un

client ou la suppression de les services.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN PSB 405

**Enregistrement (SCT) :** 005348

**Numéro de fichier :** MDN PPE 804

**Prestation de services juridiques par les fonds**

**publics**

**Description :** Ce fichier contient les

renseignements relatifs aux demandes de

prestation de services juridiques par les fonds

publics faites par le personnel militaire et civil du

MDN conformément à la politique du Conseil du

Tésor sur l'indemnisation des fonctionnaires de

l'Etat et la prestation de services juridiques à ces

derniers. Pour avoir accès à un dossier, il faut

fournir la date de naissance, le nom au complet et

le numéro matricule.

**Catégorie de personnes :** Cette banque s'applique

aux militaires du MDN, aux employés civils.

**But :** Ce fichier a pour but de documenter les

demandes de prestation de services juridiques par

les fonds publics faites par les fonctionnaires ayant

agi dans les limites de leurs fonctions ou

aux attentes du MDN.

**Usages compatibles :** Il n'y a aucune autre à

utilisation conformance.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant six années civiles

après la date de leur fermeture. Les dossiers sont

transférés au Archives nationales du Canada.

**No. ADD :** à venir.

**Renvoi au dossier # :** MDN JAG 015

**Enregistrement (SCT) :** 003982

**Numéro de fichier :** MDN PPE 897

Les dossiers sont accessibles en fournissant les renseignements suivants : le nom au complet, le numéro matricule, le grade, le code de groupe professionnel militaire (à l'époque), le programme spécifique et l'année de présentation de la demande, de la nomination ou de la sélection, et l'année de la demande.

**Catégorie de personnes :** Cette banque s'applique aux personnels non-officier des FC : qui ont présenté une demande pour les : PFUNO, PSPRO, PFAOM, ayant été nommés pour les : PIOSR, choisit le PNSCO.

**But :** Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non-officiers devant être promus officiers dans le cadre de chaque programme.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 818. Les rapports du Comité sont conservés à des fins statistiques pendant 10 ans, puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** MDN CNS 520

**Enregistrement (SCT) :** 002272

**Numéro de fichier :** MDN PPE 847

**Normes professionnelles médicales**

**Description :** Ce fichier renferme : les comptes-rendus du comité de révision des normes professionnelles médicales qui a révisé ces cas, la correspondance entre les divers bureaux du MDN concernant les normes professionnelles, la correspondance entre le chef de Service de la Santé et les agences provinciales responsables de l'attribution des licences de pratique. On peut y avoir accès en fournissant : le nom, et les initiales, le NM pour les militaires des FC, et le NAS pour les professionnels civils.

**Catégorie de personnes :** Cette banque s'applique à tous les membres du Service de Santé des FC.

**But :** Ce fichier a pour but de tenir à jour toute l'information sur le personnel du Service de la Santé des FC (SSFC) dont la conduite professionnelle a fait l'objet d'une étude et sur le type d'action qui a été prise.

**Usages compatibles :** Les renseignements contenus dans cette banque de données peuvent être révélés aux entités professionnelles-techniques du groupe des services de santé des FC, aux comités et aux enquêteurs qui font les analyses et les enquêtes des plaintes au sujet des

**Renvoi au dossier # :** MDN DRA 450

**Enregistrement (SCT) :** 000177

**Numéro de fichier :** MDN PPE 808

**Les comités de révision/Procédés -**

**Nominations des officiers supérieurs à un collège de commandement et d'état-major**

**Description :** Ce fichier contient les résultats des comités convoqués et des procédés suivis pour étudier les nominations des officiers supérieurs, choisis un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent : les comptes rendus, une liste des officiers choisis en premier et en second, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, les détails relatifs au comité tels que l'année, l'endroit, le grade, le nom du Collège d'état-major, leurs noms et prénoms, le numéro matricule.

**Catégorie de personnes :** Cette banque s'applique aux officiers des FC.

**But :** Ce fichier sert à consigner les résultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement.

**Usages compatibles :** Aux officiers sélectionnés inscrit à un collège de commandement et d'état-major.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN CNS 520

**Enregistrement (SCT) :** 000190

**Numéro de fichier :** MDN PPE 821

**Les comités de sélection des programmes militaires de promotion au rang d'officier**

**Description :** Cette banque se compose des comités de sélection pour les programmes suivants de formation d'officiers administrés par le Directeur général – Carrières militaires (DGCIM) : le Programme d'intégration (officiers sortis du rang) et le Programme de nominations spéciales au cadre d'officiers (PNSCO) à compter de 1986. Les banques suivantes sont gérées par le quartier général du Groupe de recrutement des Forces canadiennes : le Programme de formation pour les aspirants-officiers - Militaires (PFAOM), le Programme spécial d'attribution de commission (PSAC) et le Programme de formation universitaire – Militaires du rang (PFUMR). Chacune contient les comptes rendus des délibérations et constatations du comité, ainsi que les avis adressés aux candidats pour l'année précédente.



## Indemnités d'instruction des personnes à

### charge

**Description :** Cette banque des données

comprend une base de données dans lesquelles on peut trouver de l'information concernant les

indemnités d'instruction et frais connexes à l'égard des personnes à charge du personnel du MDN en

service au Canada comme à l'extérieur du Canada. Cette information comprend : l'année

scolaire pertinente à laquelle correspond l'indemnité, les indemnités autorisées, le lieu

d'affectation, les nom(s) et date(s) de naissance des personnes à charge, le numéro matricule et le

nom du personnel du MDN. On peut avoir accès aux dossiers en indiquant : le nom, le numéro

matricule. On identifie les dossiers au moyen : des nom(s) et des date(s) de naissance des personnes

à charge, du numéro matricule, du nom du militaire du MDN.

**Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, aux personnel

civil travaillant pour le MDN à l'extérieur du Canada, et aux enseignants en prêt de service

des conseils scolaires municipaux du Canada recevant des indemnités.

**But :** Cette banque a pour but de suivre les demandes d'indemnité, et les autorisations des

indemnités d'instruction et frais connexes à l'égard des personnes à charge du personnel du MDN

servant au Canada comme à l'extérieur du Canada.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans avant d'être détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN DPE 465

**Enregistrement (SCT) :** 003267

**Numéro de fichier :** MDN PPE 876

**La relève du groupe de relève de la direction**

**Description :** Cette banque est une base de données unique et intégrée des ressources

humaines (RH). Les intéressés ont fourni volontairement les données sur les questionnaires

qu'ils ont remplis, ces renseignements comprennent des données personnelles, des

données sur le travail, des données sur les langues officielles, les qualifications académiques,

les accreditations professionnelles, les cours de perfectionnement suivis, le profil de carrière des dix

dernières années, les secteurs d'expertise, le profil d'expérience et les aspirations de carrière pour les dix prochaines années.

**Catégorie de personnes :** Cette banque s'applique

aux civils actuellement au service du MDN.

**But :** La base de données a été créée pour présenter au comité des ressources humaines du

sous-ministre (CRH DM) un profil démographique des communautés EX-moins 1, EX-moins 2 et EX-

moins 3 du ministère de la Défense nationale (MDN). Ce questionnaire a été conçu pour fournir

à la direction du Ministère, le CRH SM, des informations permettant de décrire cette base et

de mettre en place les initiatives de perfectionnement nécessaires pour préparer les

candidats pour combler les postes EX vacants.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans suivant la dernière

intervention administrative.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN DRA 450

**Enregistrement (SCT) :** 005114

**Numéro de fichier :** MDN PPE 861

**L'Assurance - Régime d'assurance-revenu**

**militaire (RARM)**

**Description :** On y trouve toutes les demandes concernant le Régime d'assurance-revenu militaire

(RARM) et le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force

régulière la Réserve en service de classe C. La compagnie d'assurance-vie Maritime détient le

contrat de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de

réglement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers

doivent indiquer : la date de naissance, les noms et prénoms, le numéro matricule.

**Catégorie de personnes :** Cette banque s'applique aux militaires des FC actuels ou

anciens, : de la Force régulière, de la Réserve en service de classe C.

**But :** Le but de ce fichier est de conserver : des renseignements relatifs au décès ou à l'invalidité

des militaires qui sont bénéficiaires du RARM, des renseignements sur tous les militaires, actuels et

anciens, des FC, qui ont demandé une couverture du RARM et du RAOG ainsi que des données

concernant les paiements accordés ou refusés. **Usages compatibles :** Cette information est strictement utilisée pour l'administration (gestion) du RARM. Autre que ceci, il n'y a pas d'autres utilités. **Normes de conservation et de destruction :** Les dossiers sont détruits après sept années civiles

**No. ADD :** 98/005

suivant le décès ou l'annulation de la couverture.

**But** : l'objectif de la présente banque est de gérer l'information traitant des services d'ICP, tels que l'émission, la récupération, la révocation, la désactivation, la réactivation, le changement de nom, etc. L'information sert à fournir des preuves tangibles de l'identité de tous les utilisateurs de l'ICP sollicitant et obtenant des services d'ICP. **Usages compatibles** : les formulaires serviront uniquement à la vérification du respect des procédures du système ou à la résolution de différends ou de questions juridiques en ce qui a trait aux activités entreprises avec l'ICP.

**Normes de conservation et de destruction :**

Tous les dossiers sont gardés en lieu sûr dans un dépôt central à Ottawa, sont conservés pendant deux ans après le départ du particulier du ministère, et sont ensuite détruits.

**No. ADD** : 98/001

**Renvoi au dossier #** : MDN ACP 630

**Enregistrement (SCT)** : 005368

**Numéro de fichier** : MDN PPE 813

**Harcèlement**

**Description** : Ce fichier contient de l'information

concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement : les entrevues réalisées avec les plaignants et les mis en cause : les entrevues avec les témoins des incidents : les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation et de règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le numéro de cause et les autres informations permettant d'identifier le dossier particulier, y compris l'unité et l'endroit où la cause a été entendue, la date approximative de l'incident et le numéro matricule.

**Catégorie de personnes** : Cette banque

s'applique : aux militaires des FC, aux employés

civils du MDN et aux autres personnes qui

travaillent au MDN/FC.

**But** : Ce fichier a pour but d'emmagasiner les

renseignements nécessaires qui permettent le

traitement de plaintes reliées au harcèlement au

travail, d'établir s'il y a vraiment un cas de

harcèlement et dans l'affirmative, à déterminer les

mesures appropriées, en particulier des mesures

disciplinaires, pour donner suite aux situations de

harcèlement et les résoudre pour appuyer toutes

les mesures administratives et (ou) disciplinaires

prises relativement à la situation et aux membres

aux employés et aux autres personnes impliquées.

**Usages compatibles** : Afin d'appuyer le but du

MDN qui est de supprimer au complet la

fréquence de cas d'harcèlement, les résultats et

les recommandations des enquêtes d'harcèlement

peuvent être divulgués au plaignant(e) et à la

personne intimée. Toutes mesures disciplinaires

ou administratives prises contre une personne

trouvée coupable peuvent aussi être divulgués au

plaignant(e) si approprié. Ces renseignements

doivent constituer un dossier distinct et ne pas être

placés dans le dossier personnel. Lorsque, à la

suite d'une enquête, on convient qu'il est

nécessaire de prendre une mesure disciplinaire,

les renseignements doivent être transférés à la

fiche de conduite des militaires et au fichier des

mesures disciplinaires pour les employés civils du

MDN. Les renseignements contenus dans ce

fichier peuvent être utilisés à des fins statistiques

et relativement à un grief, une plainte en vertu de

la Loi canadienne sur les droits de la personne ou

une plainte à la commission de la fonction

publique du Canada ou toute autre forme

d'enquête relativement à une plainte ou dans le

cas de poursuites, le cas échéant. Les résultats

des enquêtes au sujet de la personne intimée

lorsque les plaintes sont fondées, et les

plaignants, lorsqu'il s'agit d'une plainte faite de

mauvaise foi, peuvent être utilisés à des fins de

sélection de personnes.

**Normes de conservation et de destruction** : Les

dossiers sont conservés cinq ans après les formalités

administratives, archivés pour trois années

additionnelles après quoi ils peuvent être ou détruits

avec le consentement de l'archiviste national.

**No. ADD** : 98/005

**Renvoi aux dossiers #** : MDN ACP 605, MDN

CNS 520 et DDN SPC 600

**Enregistrement (SCT)** : 003005

**Numéro de fichier** : MDN PPE 875



grade, nom, prénoms, adresses, numéros de téléphone, dates de naissance, sexe, état civil, plus proche parent, service militaire antérieur, décorations et récompenses, habiletés linguistiques, etc. Pour consulter les documents et dossiers de ce fichier, il faut indiquer : le numéro matricule, le nom et prénoms.

**Catégorie de personnes :** Cette banque s'applique aux officiers du cadre d'instructeurs de cadet (CIC). **But :** Ces documents et dossiers personnels ont pour but de conserver des renseignements utilisés à des fins administratives durant la carrière d'un officier du Cadre des instructeurs de cadets.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :**

Ces documents et dossiers personnels sont normalement retenus à l'Unité régionale de soutien aux cadets (URSC) d'appartenance de l'individu ou, si employé au Quartier général de la Défense nationale (QGDN), au Centre de cadets du QGDN. Suite à la libération d'un officier du CIC, l'unité d'appartenance conservera les documents et dossier personnels du militaire pour une durée de trois ans suite à quoi ils seront transmis au Archives nationales.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN DUE 565

**Enregistrement (SCT) :** 004440

**Numéro de fichier :** MDN PPE 822

**Fonds non publics (FNP) : dossiers des employés**

**Description :** Cette banque contient le nom, la demande d'emploi des candidats retenus, la date d'emploi, l'unité d'emploi, le profil de carrière, la date de naissance, le numéro d'assurance sociale de l'employé, son sexe, sa situation de famille, son salaire, son dossier d'ajustement de rémunération, les informations sur ses avantages sociaux, les renseignements sur sa pension, les rapports d'évaluation de l'employé, les plaintes des employée et les lettres de recommandations. Les renseignements, tant centralisés que décentralisés, sont tenus dans des systèmes manuels et électroniques. Pour obtenir les dossiers, il faut fournir le nom complet, le numéro d'assurance sociale, la date de naissance et l'endroit et la période d'emploi.

**Catégorie de personnes :** Cette banque s'applique aux employés du fonds non public en service sur les bases, dans les unités et dans les escadres des FC et ceux qui sont directement au service de l'agence de soutien du personnel des Forces canadiennes. **But :** Le but de cette banque est de conserver en

mémoire les renseignements sur les employés relatifs à leur emploi, à leurs avantages sociaux et à leurs régimes de pension.

**Usages compatibles :** En vertu de la Loi de L'impôt sur le revenu, la Loi sur l'assurance-emploi et la Loi sur les normes de prestation de pension, la documentation à l'appui des retenues d'impôt sur le revenu, des retenues et du droit à la pension est fournie par l'agence canadienne des douanes et du revenu (impôt). **Normes de conservation et de destruction :** Actuellement, les dossiers sont détruits cinq ans après le départ d'un employé s'il n'y a pas d'incidence sur les avantages sociaux ou la pension. Les dossiers où il y a une incidence sur les avantages sociaux sont conservés jusqu'à ce que la situation soit résolue tandis que les dossiers de pension sont conservés jusqu'au décès du titulaire de la pension ou de ses survivants : ils sont conservés pendant deux ans après la dernière intervention administrative.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN BSP 385

**Enregistrement (SCT) :** 005115

**Numéro de fichier :** MDN PPE 865

**Formulaires de demande de service pour l'infrastructure à clés publiques (ICP)**

**Description :** La banque en question contient:

nom de famille, prénoms et initiales, signatures, numéro matricule (NM) (militaire) / code d'identification de dossier personnel (CIDP) (civil) / numéro de laissez-passer (fournisseur/employés occasionnels) y compris date d'expiration, organisation, bâtiment / emplacement, numéro de téléphone au travail, numéro de télécopieur, adresse SMTP, autorisation de sécurité y compris date d'expiration, et nom, signature et numéro de téléphone du superviseur. La banque contient également le type et le numéro de la pièce d'identité fournie avec la demande de service (une ou deux des pièces suivantes: numéro d'identification du ministère, permis de conduire, acte de naissance, passeport, carte de citoyenneté, carte santé provinciale). L'information est recueillie moyennant un formulaire de demande de service. Les dossiers sont accessibles en fournissant le NM/CIDP et le nom au complet. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule.

**Catégorie de personnes :** membres des FC, employés civils de la Défense nationale ainsi que les fournisseurs et les employés occasionnels

exigeant un service d'ICP.

**Renvoi au dossier # :** MDN CNS 520  
**Enregistrement (SCT) :** 000183  
**Numéro de fichier :** MDN PPE 814

**Dossiers des stagiaires du Collège des Forces canadiennes**

**Description :** Le fichier contient : des autobiographies, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global, des renseignements personnels sur ces militaires et leur carrière, un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer: le grade et le titre, les noms et prénoms, le numéro matricule.

**Catégorie de personnes :** Cette banque s'applique : aux officiers des FC, aux employés civils du MDN.

**But :** L'objet de cette banque de données est de tenir un registre de dossiers temporaire sur le rendement des officiers des FC, des officiers étrangers en visite et des officiers des forces alliées, ainsi que du personnel civil du MDN et des autres fonctionnaires fédéraux qui assistent chaque année au cours de commandement et d'état-major, au cours supérieur des études militaires, au cours sur la sécurité nationale et au cours de commandement et d'état-major interrompues pour la Réserve. Cette banque sert à justifier le contenu de l'évaluation officielle des cours de chaque étudiant.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Les dossiers sont détruits après dix années.

**No. ADD :** 98/005  
**Renvoi au dossier # :** MDN REI 370  
**Enregistrement (SCT) :** 000211  
**Numéro de fichier :** MDN PPE 843

**Dossiers sur les participants militaires aux études de troisième cycle**

**Description :** Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers au Collège militaire royal du Canada tels que :

Cours catégorie de l'établissement  
 d'enseignement, code de qualification spécialiste (CQS), codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, date d'affectation et date de la réception de la thèse, début et fin des cours, genre de programme, nom et lieu de l'établissement, numéro de référence

pour demander l'autorisation d'inscription, numéro et date d'autorisation d'inscription, titre du cours. Militaire date de fin du service obligatoire, grade, groupe professionnel militaire et désignation, message d'affectation, nom(s), initiale(s), numéro matricule, poste visé au tableau d'effectif et de dotation. Finance code de planification financière (catégorie de rapport général), frais de scolarité, de livres et de fournitures des cours suivis, numéro du dossier. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer : le grade, le groupe professionnel militaire, les noms et prénoms, le nom et lieu de l'établissement de la formation, le numéro matricule, le titre du cours et genre du programme.

**Catégorie de personnes :** Cette banque s'applique aux officiers et aux élèves-officiers parrainés par les FC et sélectionnés pour aller suivre des cours de troisième cycle au Collège militaire du Canada.

**But :** Ce fichier sert à garder des renseignements administratifs concernant les officiers et aux élèves-officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 818) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques.

**No. ADD :** 98/005  
**Renvoi au dossier # :** MDN REI 370  
**Enregistrement (SCT) :** 003269  
**Numéro de fichier :** MDN PPE 878

**Fichiers de renseignements personnels pour les officiers du Cadre des instructeurs de cadets.**

**Description :** Ce fichier contient des documents et dossiers des officiers du Cadre des instructeurs de cadets (CIC). Les fichiers renferment de la documentation sur l'enrôlement, des lettres de recommandation, des documents de scolarité, des feuilles de route, des rapports de cours, des mémoires de carrière, des documents relatifs à la solde, des appréciations de rendement, des renseignements sur les régimes de soins dentaires et médicaux, des renseignements sur l'emploi, et des fichiers de renseignements personnels ou sont inclus des données tel que numéro militaire,



des Organisations de cadets du Canada tel que défini dans Ordres et Règlements royaux des Cadets du Canada (OR (Cadets)), à compter de la date d'adhésion jusqu'au moment où le cadet quitte l'organisation.

**Usages compatibles** : Ces dossiers personnels

sont utilisés pour la progression du cadet à l'intérieur de l'organisation. Le ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu a besoin du numéro d'assurance sociale aux fins de l'impôt et de la solde, lorsqu'un cadet est employé comme cadet-cadre.

**Normes de conservation et de destruction** :

Lorsqu'un cadet termine son service de cadet,

toutes les cases vides du Certificat/État de service sont complétées ou barrées et le Certificat/État de service est signé par le commandant. Le

Certificat/État de service en entier est photocopié

et la photocopie est maintenue par l'unité de

cadet pour 5 ans au minimum et alors peut être

détruit.

**No. ADD** : 98/005

**Renvoi au dossier #** : MDN FRC 340

**Enregistrement (SCT)** : 000207

**Numéro de fichier** : MDN PPE 839

**Dossiers sur le personnel - instruction**

**Description** : Ce fichier contient des compte

rendus : de leur comportement et de leur tenue, de

leur rendement aux cours, des renseignements

personnels sur les militaires. Pour consulter ce

fichier, il faut indiquer : le code d'emploi militaire, le

cours suivi, le grade, l'école fréquentée, les noms

et prénoms, le numéro matricule.

**Catégorie de personnes** : Cette banque

s'applique aux militaires des FC.

**But** : Le fichier a pour objet de tenir des dossiers

sur tous les militaires recevant une formation

individuelle aux écoles des FC, exception faite des

collèges militaires et des collèges d'état-majior. Les

dossiers permettent aux écoles des FC d'avoir

accès à des renseignements sur les candidats et

fournissent au personnel de ces écoles des

données pertinentes qui servent à conseiller les

participants et à préparer les comptes rendus finals.

**Usages compatibles** : L'information peut être

employée pour justifier des qualifications.

**Normes de conservation et de destruction** : Les

dossiers sont détruits après deux ans, car les

renseignements qu'ils contiennent figurent dans le

compte rendu officiel sur le cours, que l'on garde

dans le dossier des RAR (MDN PPE 838) du

militaire pour le reste de sa carrière. Les écoles

gardent les dossiers pendant un an, puis les

envoient au bureau régional des Archives

nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école de leadership et des recrues des FC à Saint-Jean sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada.

**No. ADD** : 98/001

**Renvoi au dossier #** : MDN REI 370

**Enregistrement (SCT)** : 000210

**Numéro de fichier** : MDN PPE 842

**Dossiers sur les examens administratifs de cas**

**Description** : Cette banque contient des

renseignements personnels sur les gens qui ont

fait l'objet d'examens administratifs portant sur la

conduite, l'abus d'alcool, la consommation illégale

de drogues, l'inconduite à caractère sexuel, le

harcèlement, l'exploitation et la violence familiale

ou sur la conduite raciste. Elle contient également

des données sur les examens administratifs liés

aux restrictions médicales à l'emploi. La

documentation qui s'y trouve est liée directement

au cas individuel, elle va du premier rapport de

l'incident à la décision finale rendue et soumise à

l'autorité approbatrice. Cette même documentation

est communiquée à la personne concernée

suivant l'équité procédurale au moment de

l'examen administratif. La documentation peut

comprendre des rapports militaires d'enquêtes

policières dûment validés. Le nom et le prénom

des personnes sont donnés ainsi que leur numéro

matricule. Les renseignements compris dans cette

banque peuvent être gardés sur papier dans des

documents, sur microfilms, ou sur fichiers

automatisés. Il faut fournir le nom complet et le

numéro matricule pour avoir accès au dossier.

**Catégorie de personnes** : Les membres des

Forces canadiennes.

**But** : Ces renseignements peuvent être utilisés

par les autorités ministérielles qui se chargent des

demandes de réparation d'injustices, des appels et

de l'admissibilité aux prestations de retraite. Ces

renseignements sont également utilisés pour la

recherche, la planification, l'évaluation et pour fin

de statistiques.

**Usages compatibles** : Il n'existe pas d'usages

compatibles.

**Normes de conservation et de destruction** : Les

dossiers compris dans cette banque sont

conservés au QGDN pendant au moins deux ans

puis ils sont acheminés aux Archives nationales où

ils resteront indéfiniment.

**No. ADD** : 98/005

individu ou à un groupe. Les résultats pertinents d'analyses portant sur le statut médical ou la qualité des soins donnés à des groupes d'individus peuvent être fournis aux personnes impliquées et /ou aux autorités responsables du MDN/CF. **Normes de conservation et de destruction :** Un an après la date de libération du militaire, les dossiers sont transférés au Archives nationales du Canada. Ces dossiers demeurent la responsabilité du MDN: toute demande de renseignements personnels devra donc être acheminée au MDN. Les normes de conservation et de destruction des dossiers médicaux des dépendants devront être conformes à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiales à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN BSS 490

**Enregistrement (SCT) :** 004316

**Numéro de fichier :** MDN PPE 810

**Dossiers personnels - Cadets de la marine, de**

**l'armée et de l'air**

**Description :** On y trouve : le formulaire CF 1158,

Demande d'admission – Organismes de cadets, le

formulaire CF 51 - Demande de participation et

approbation – Activités de cadets (Emploi – Cours –

Echange) le formulaire CF 910 (maintenant

discontinué – contenu inclus dans le formulaire CF

1158). Déclaration de santé – Aspirants cadets le

formulaire CF1364, - Rapport de cours - Cadets de

la marine, de l'armée et de l'air, des dossiers relatifs

: aux activités de cadets (emploi, cours, échange),

aux affectations, aux cours de qualification, aux

promotions, à la solde. Les formulaires précités sont

contenus dedans et les données sont inscrites sur

le CF1398 – Certificat de service – pour les Cadets

de la Marine royale du Canada : le DND 1888 –

Etats de service – pour les Cadets royaux de

l'armée canadienne : et le CF 1322 – Etats de

service, et DND 1964 – FICHE de renseignements

du cadet – pour les Cadets de l'Aviation royale du

Canada. On peut y avoir accès en donnant : la date

de naissance, le nom au complet, le numéro

matricule, le numéro, nom et emplacement du corps

ou escadron de cadets.

**Catégorie de personnes :** Ce fichier s'applique

aux cadets de la marine, de l'armée et de l'air du

Canada.

**But :** Ce fichier a pour but de conserver des

renseignements sur les cadets de la marine, de

l'armée et de l'air qui font ou ont fait partie de l'une

**Dossiers médicaux**  
**Description :** Ce fichier contient les avis médicaux sur l'aptitude des militaires des FC régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des FC. Le fichier renferme également : des avis, des commentaires, des dossiers médicaux, des données sur des examens et des tests spéciaux. Dossiers militaires : Les personnes qui désirent les consulter doivent indiquer : le numéro militaire, le grade, les noms et prénoms, la date de naissance, le code d'emploi militaire l'hôpital des FC avec les dates d'admission et de libération a date de libération des FC. Dossiers des personnes à charge: Pour ce qui est des dossiers des personnes à charge, il faut indiquer: le nom du militaire en question, son numéro militaire, le nom du dépendant, la date de naissance du dépendant et son lien de parenté avec le militaire.  
**Catégorie de personnes :** Cette banque s'applique : aux militaires des FC, à leur dépendants, aux personnes ayant droit aux services médicaux des FC et aux anciens militaires des FC.  
**But :** Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières et pensions.  
**Usages compatibles :** L'information comprise dans cette banque peut être divulguée à une enquête sommaire sur la mort ou la lésion d'une personne, dans les cas où une enquête sommaire ou une commission d'enquête est prescrite par les Ordonnances et règlements royaux applicables aux Forces canadiennes, à une commission d'enquête, à la police militaire et à des organismes d'enquête précis dans le but de tenir une enquête licite, aux autorités provinciales et municipales conformément aux lois en vigueur, et suivant les besoins aux fins d'utilisation dans le cadre d'un procès. Elles peuvent aussi être divulguées aux professionnels des soins de santé dans le but de donner des soins médicaux, au personnel approprié du Bureau des Anciens Combattants du Canada dans le but d'évaluer et de traiter les réclamations tombant sous la loi sur les Pensions. Dans l'accomplissement de ses fonctions concernant la médecine du travail et la médecine publique, les informations contenues dans la banque de données peuvent être divulguées aux membres du réseau professionnel technique du Médecin-chef qui sont responsables de réviser le statut médical ou les soins de santé donnés à un



concernant l'emploi spécial, de fin de cours, de fin d'études supérieures, de formation de spécialiste militaire et non militaire, de formation sur le tas.

Des renseignements biographiques. Les personnes qui désirent consulter les dossiers du fichier

doivent indiquer : grade, nom, numéro matricule.

**Catégorie de personnes :** Cette banque

s'applique aux officiers de sélection du personnel

de la Force régulière et de la Force de Réserve.

**But :** Ce fichier aide à la sélection des O Sel P

pour fins de formation et de développement

professionnel ainsi qu'à la sélection des militaires

ayant les qualités requises pour travailler à titre

d'instructeur ou de surveillant.

**Usages compatibles :** Il n'existe pas d'usages

compatibles.

**Normes de conservation et de destruction :** Les

dossiers sont conservés par le MDN jusqu'à ce

que l'individu ait atteint l'âge de retraite obligatoire

ou le grade de lieutenant-colonel, puis sont

détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN CNS 520

**Enregistrement (SCT) :** 003268

**Numéro de fichier :** MDN PPE 877

**Dossiers dentaires**

**Description :** Ce fichier contient des évaluations

de l'aptitude, pour ce qui a trait à l'état de leurs

dents, des militaires du cadre actif des FC

régulières à exercer leurs fonctions ainsi que des

renseignements sur les soins dentaires qu'ils

reçoivent. On y trouve : des commentaires, des

avis, des informations sur des examens et des

tests médicaux et dentaires spéciaux, des dossiers

médicaux et dentaires. Pour consulter ces

dossiers, il faut indiquer : la date de naissance,

leur grade, leurs noms et prénoms, leur numéro

matricule.

**Catégorie de personnes :** Cette banque

s'applique aux militaires des FC.

**But :** Les dossiers dentaires servent, de façon

continue : pour la planification et la présentation

des soins dentaires aux militaires durant toute leur

carrière, à des fins d'identification médico-légale

durant le service au sein des FC ou par la suite.

**Usages compatibles :** Il n'existe pas d'usages

compatibles.

**Normes de conservation et de destruction :**

Pendant la carrière du militaire, ses dossiers

dentaires sont retenus par le détachement

an après la date de libération des FC, les dossiers

sont transférés au Archives nationales du Canada

où ils deviennent partie intégrante du fichier

numéro AN PPE 721.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN DSD 510

**Enregistrement (SCT) :** 004317

**Numéro de fichier :** MDN PPE 811

**Dossiers du Juge-avocat général/successions**

militaires

**Description :** Ce fichier renferme les documents

sujants : correspondance indiquant le nom des

bénéficiaires, des exécuteurs, des administrateurs

nommés par la cour et de l'avocat chargé de

l'administration de la succession, dossiers

financiers faisant état des avoirs en espèces qui

constituent la succession du militaire,

renseignements sur la distribution de ces avoirs et

des effets personnels qui font également partie de

la succession du militaire, correspondance

échangée ultérieurement entre le Directeur des

successions et les unités militaires sur le

rassemblement, la protection et l'expédition

autorisée des effets personnels du défunt,

correspondance échangée entre le Directeur des

successions et les bénéficiaires, exécuteurs,

administrateurs désignés par la cour et l'avocat

représentant la succession au sujet du processus

administratif à suivre pour distribuer la succession

du militaire. Pour consulter ces dossiers, il faut

indiquer : les noms et prénoms, la date de décès

et le numéro matricule.

**Catégorie de personnes :** Cette banque

s'applique aux militaires décédés de la Force

régulière et de la Réserve en service de classe

«B» ou «C», qui étaient en service actif au

moment du décès.

**But :** Cette banque a pour objet de documenter

les mesures prises en vue d'administrer la

succession militaire de membres des FC qui

étaient en service actif au moment du décès.

**Usages compatibles :** Il n'existe pas d'usages

compatibles.

**Normes de conservation et de destruction :** Les

dossiers doivent être gardés jusqu'à ce que le

Directeur des successions ait pris toutes les

mesures nécessaires, puis ils sont transférés au

Centre national des documents du personnel aux

Archives nationales du Canada, où ils sont placés

dans la banque de données AN PPE 716.

**No. ADD :** 98/001

**Renvoi au dossier # :** MDN JAG 015

**Enregistrement (SCT) :** 000220

**Numéro de fichier :** MDN PPE 856

l'objet d'enquêtes par la police militaire (ou portés à l'attention de la police militaire par une autre service de police). Les dossiers des procès-verbaux d'enquête de la Police militaire (DPVEPM) pourraient inclure des renseignements personnels comme des noms, adresses, numéros de téléphone, dates de naissance, pays de naissance, citoyenneté, numéros de CDP, numéros de service, situation de famille, origine ethnique, et/ou marques physiques distinctes. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, l'emplacement et la date et le numéro matricule ou le code d'identification de dossier personnel (non obligatoire) et le type d'incident ou de délit.

**Catégorie de personnes :** Cette banque s'applique aux membres des FC, aux employés civils du MDN et aux membres du public impliqués dans un incident s'étant produit sur un établissement du MDN (elle s'applique aussi aux personnes sous réserve de la code de discipline des forces armées impliquées dans un incident s'étant produit hors d'un établissement du MDN, qui a été sujet d'une enquête par une autorité d'enquête compétente et où l'information a été communiquée à la police militaire).

**But :** Ces renseignements sont utilisés pour aider à déterminer si un délit de nature criminelle ou militaire a été commis et fournir les résultats pour les enquêtes de la police militaire aux autorités départementales (MDN) appropriées.

**Usages compatibles :** Les renseignements contenus dans les dossiers d'enquête de la police militaire peuvent être utilisés pour appuyer d'autres enquêtes, soient par la police militaire ou par des agences de police civiles au niveau de la détection, de la prévention ou de la suppression de la criminalité en général, les mesures disciplinaires, les appels, les poursuites au civil, les pensions l'indemnisation des victimes d'actes criminels, les analyses de carrière, les recherches, les enquêtes de sécurité et de sûreté, et les analyses et évaluations statistiques. Tout incidents désignés/classifiés Protégé B et générés après 2001 sur le Système d'information – Sécurité et police militaire (SISPM) sont conservés indéfiniment. En plus, les incidents significatifs désignés Protégé B et générés après 1994 sont aussi conservés indéfiniment. Avant 1994, les copies en papier des dossiers qui ont été détenues ay QGDN qui ont été classifiées/désignées plus haut que Protégé B et des incidents significatifs ont été transférées aux Archives nationales après 5 années civiles. Certains

dossiers peuvent être conservés pendant plus longtemps si on juge qu'ils ont une valeur d'archive ou si on croit que le dossier a une valeur historique pour le MDN. Les dossiers qui n'ont pas été jugés d'être significatifs ont été conservés hors du QGDN et ont été détruits 2 ans après la dernière action judiciaire ou administrative.

**No. ADD :** 2000/014  
**Renvoi au dossier # :** MDN RMS 085  
**Enregistrement (SCT) :** 000203  
**Numéro de fichier :** MDN PPE 835

**Dossier personnel de l'escadron - Aspirants officiers**

**Description :** Le dossier personnel de l'escadron contient : des comptes rendus sur la formation scolaire et militaire reçue, des notes des orienteurs, des décisions sur les décisions administratives et disciplinaires prises, des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu. Pour consulter les dossiers du Collège militaire royal (CMR) il faut indiquer : les années où celui-ci a été fréquenté, les nom et prénoms, l'année de son départ est essentielle lorsque que l'on demande des renseignements, le numéro matricule ou le numéro du collège. Etudiant Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collège.

**Catégorie de personnes :** Cette banque s'applique aux aspirants officiers qui fréquentent le collège militaire royal.

**But :** Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent le collège militaire royal. Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1000 militaires en font l'objet à tout moment donné.

**Usages compatibles :** Il n'existe pas d'usages compatibles

**Normes de conservation et de destruction :** Les dossiers sont conservés au collège pendant cinq ans après l'obtention du diplôme et ils sont ensuite détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** MDN REI 370  
**Enregistrement (SCT) :** 000213  
**Numéro de fichier :** MDN PPE 845

**Dossiers de formation des officiers de sélection du personnel (O Sel P)**

**Description :** Ce fichier contient : des diplômes, des lettres d'appréciation et messages d'affectation et d'avancement, des rapports :



survivants. Pour consulter ces dossiers, il faut indiquer : les noms et prénoms, le numéro

**Catégorie de personnes** : Ce fichier s'applique aux militaires des FC, ainsi qu'aux survivants. **But** : Ce fichier sert à : déterminer les prestations de retraite revenant aux militaires des FC (Force régulière) au moment de leur libération, des fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge.

**Usages compatibles** : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Travaux publics et Services gouvernementaux Canada (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers.

**Normes de conservation et de destruction** : Les dossiers sont gardés par le Directeur traitement des comptes soldes et pensions, jusqu'à la libération du militaire puis ils sont envoyés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro AN PPE 719. **No. ADD** : 98/005 et 96/024 **Renvoi au dossier #** : MDN BDF 765 **Enregistrement (SCT)** : 000223 **Numéro de fichier** : MDN PPE 859

**Dossiers du personnel militaire des unités**  
**Description** : Ce fichier contient des : actes de séparation, certificats de naissance et de mariage, des preuves de changement de nom, citoyenneté Canadienne, la langue d'instruction des enfants à change, changement de profil médical (cft2088), condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), déclarations de résidence ordinaire, documents ayant trait aux versements obligatoires, documents sur l'enrôlement, dossier des emplois à l'unité (DEU), enveloppes d'évaluation de conditionnement physique, documents concernant l'attestation d'habilité de sécurité, demande de mutation pour raison de famille, demandes de prises en considération spéciales, rapport de cours lettre de recommandation et de récompense, contrôle du personnel en vue d'une affectation outre-mer, relevé de notes et nouveau certificat d'étude, rapports de l'officier de sélection du personnel, messages d'affectation et affectation temporaire, message de

promotion, re-engagement, les fiches de décisions du Conseil médical de révision de carrière, le choix de l'uniforme, fiches de conduite, jugements en matière de divorce (provisaires et définitifs), rapports d'appréciation du rendement de la Force de réserve, rapports de cours, renseignements généraux sur l'emploi. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. Les personnes qui désirent consulter le

fichier doivent indiquer : le grade, les noms et prénoms, le numéro matricule, l'unité. **Catégorie de personnes** : Cette banque s'applique aux militaires : de la Force régulière, de la Force de réserve. **But** : Le fichier contient le double d'accompagnement des dossiers sur tous les militaires du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. **Usages compatibles** : L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. Conformément à la Loi électorale du Canada, les listes des électeurs des FC et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brevets ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité.

**Normes de conservation et de destruction** : Lorsqu'un membre de la force régulière est libéré, ce dossier est intégré électriquement au « Dossier d'information personnel du membre des FC » (banque d'information MDN PPE 818) Les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada : pour les militaires de la Force régulière des FC nombre d'années après la libération cinq ans, pour les militaires de la Force de réserve des FC nombre d'années après la libération trois ans. Les dossiers deviennent partie intégrante du fichier numéro AN PPE 716. **No. ADD** : 98/005 et 2000/019 **Renvoi au dossier #** : MDN CNS 520 **Enregistrement (SCT)** : 000204 **Numéro de fichier** : MDN PPE 836

**Dossier d'enquête de la police militaire**

**Description** : Cette banque contient des renseignements personnels sur les individus qui ont été impliqués dans un incident, ayant fait

**Dossier des articles de la solde**  
**Description** : Ce fichier permet au Système central de calcul de la solde (SCCS) et le Système de Solde Révisé de la Réserve (SSRR) de calculer et d'enregistrer la solde et les déductions applicables. Ce fichier contient : paiements figurant sur feuilles d'émargement, délégations de solde à des tiers, documentation ayant trait aux versements obligatoires, cotisations au Régime des rentes et à l'assurance-emploi, déductions telles qu'impôt sur le revenu, primes d'assurance médicale et cotisations au régime de pension et données sur la solde et les indemnités touchées par les militaires actuels et anciens, incluant les records de participation de la réserve. Pour consulter les dossiers de ce fichier, il faut indiquer : le nom et prénoms, et le numéro matricule.

**Catégorie de personnes** : Ce fichier s'applique aux militaires des FC (Force régulière et Réserve).  
**But** : Ce fichier a pour but de : enregistrer les dossiers de solde individuels des militaires des FC (force régulière et force de réserve), assister dans la récupération des dettes dues à la Couronne par l'intermédiaire d'agences, rassembler l'information pour recherches statistiques, évaluer, planifier et exécuter les politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités.

**Usages compatibles** : En vertu de la Loi de l'impôt sur le revenu, de la Loi sur l'assurance-emploi et du Régime de pensions du Canada, les documents à l'appui de la solde et des retenues (y compris le numéro d'assurance sociale), sont fournis à : ministère des Travaux publics et Services gouvernementaux Canada, ministère du Revenu national (impôt), agents désignés du MDN (par exemple agences de recouvrement, ministère de la Justice, autres ministères fédéraux)

**Normes de conservation et de destruction** : Les données du fichier central de la solde était enregistrées sur microfilms à intervalles réguliers et détruits après 54 ans. Depuis 1976, ils sont conservés sur des disques/rubans et sont accessible par ordinateur.

**No. ADD** : à venir.  
**Renvoi au dossier #** : MDN BDF 765  
**Enregistrement (SCT)** : 003788  
**Numéro de fichier** : MDN PPE 858

**Dossier des empreintes digitales à la Défense nationale**  
**Description** : Ce fichier contient les renseignements suivants : les empreintes digitales; le numéro matricule (NM); civil CDP; le nom et prénoms; la signature; le sexe; la date et lieu de naissance; de l'enrôlement et d'établissement de

la fiche d'empreintes digitales; l'occupation ou métier; la couleur des cheveux et des yeux; la taille; le poids; le teint; les cicatrices; les amputations; les taches de naissance; les difformités et les tatouages; l'enregistrement antérieur d'empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter leur dossier doivent fournir comme preuve de leur identité une empreinte à l'encre noire (indiquez le doigt et la main), leur nom au complet, leur date de naissance, leur numéro matricule (NM) / civil (CDP).

**Catégorie de personnes** : Membres des Forces canadiennes : employés civils de la Défense nationale et personnel des Forces alliées en service au Canada.

**But** : Ce fichier sert purement à fournir un moyen infatigable d'identification du personnel qui aurait pût avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre et de paix.

**Usages compatibles** : Utilisé pour fins d'identification du personnel seulement.

**Normes de conservation et de destruction** : Les dossiers des militaires des FC et des employés civils du MDN sont conservés par le MDN pendant cinq ans suivant la libération, puis ils sont détruits. Les dossiers des individus décédés sont détruits deux ans après la date du décès. Les dossiers du personnel des Forces alliées sont détruits après l'expiration de la période d'affectation au Canada. Les empreintes du personnel civil ne sont habituellement prises que dans deux circonstances : lorsqu'un employé travaille dans un lieu présentant un risque élevé et que le commandant en poste ordonne que des empreintes soient prises : lorsqu'un employé est déployé pour une opération des FC ou sur un théâtre d'opérations.

**No. ADD** : 98/001  
**Renvoi au dossier #** : DND MIS 085  
**Enregistrement (SCT)** : 000170  
**Numéro de fichier** : MDN PPE 801

**Dossier des pensions**  
**Description** : Ce fichier contient : des données concernant l'état civil de militaires des FC et des personnes à leur charge, des formules de demande de pensions, des preuves de service antérieur, des renseignements et des pièces de correspondance touchant les pensions, de l'information sur les paiements, sur le partage de pension en ce qui a trait au décès des anciens membres des FC et sur les paiements aux



**Usages compatibles** : Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du MDN. Ils peuvent également être utilisés au cours d'enquêtes illicites. Des renseignements sur le contrôle de sécurité du personnel peuvent être demandé ou transférés à d'autres agences/ministères à la demande des bureaux de sécurité des différents ministères à des fins d'emploi.

**Normes de conservation et de destruction** : Tout les registres du personnel sont conservés pour une période de minimum de dix ans à compter de la date de la dernière action administrative au dossier de vérification. Tous les registres de fiabilité pour le personnel en rapport seulement à la fiabilité et qui n'ont pas été employés sont conservés pendant une période minimum de deux ans et sont puis détruits.

**No. ADD** : 98/001  
**Renvoi aux dossiers** # : MDN ACP 630, MDN CNS 520 et MDN RMS 085  
**Enregistrement (SCT)** : 004010  
**Numéro de fichier** : MDN PPE 834

**Dossier de renseignements personnels des membres des Forces canadiennes**  
**Description** : Ce fichier contient des documents obtenus lors de l'enrôlement et/ou lors de la mutation à la Force régulière ainsi que des copies de la correspondance ou documents ayant trait à la carrière des militaires comme : la date et la province de naissance, l'état civil au moment de l'enrôlement, l'état s de service (réserve), la langue d'instruction préférée de ces derniers, des preuves de changement de nom, des protocoles d'entente, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enrôlement, profil médical à l'enrôlement, le sexe et l'année de naissance des enfants à charge, avancement, avis de libération projetée, certificats d'études ou relevés de notes, changement de spécialité, condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), contrôle du personnel en vue d'une affectation (OAF-C 20-50 annexe A), rapports de cours, lettre de recommandation et de récompenses, curriculum vitae, décisions des cours martiales, demandes de prises en considération spéciales, documents concernant l'attestation d'habilité de sécurité, de fiabilité (Programme de fiabilité du personnel), documents médicaux comme les formulaires de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, formulaires d'enrôlement, formulaires de consentement à servir,

état de service actuel, demandes d'affectation pour convenances personnelles, instructions concernant la libération, instructions sur l'affectation aux cours, lettres de référence, messages d'affectation et de service provisoire, préférences en fait de congés à l'âge de la retraite obligatoire, relevés des heures de vol, rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, rapports de mise en garde et de surveillance, réengagement (et plans de déroulement de carrière), service antérieur, l'affiliation réglementaire, le choix d'uniforme, des décisions, des déclarations, des délégations de pouvoirs, des demandes de changement de programmes, la division du port d'attache, des documents relatifs aux changements d'insignes du régiment, des dossiers de contrôle du personnel choisis en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, des documents concernant les promotions et les recommandations de promotion, les ratifications, des documents reliés au retrait du statut suppléant ou provisoire au ré-enrôlement, et les recommandations et décision des Révisions Administratives. Ce fichier peut aussi inclure des documents relatifs à une perte humaine. Pour consulter ce dossier, il faut indiquer : le numéro matricule, le nom, et la date de naissance.

**Catégorie de personnes** : Ce fichier s'applique aux militaires des FC.

**But** : Ce dossier électronique a pour objet d'enregistrer des renseignements importants relatifs à la carrière des militaires à compter de leur enrôlement jusqu'à leur libération. Il est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des FC.

**Usages compatibles** : Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

**Normes de conservation et de destruction** : Les dossiers sont gardés pendant cinq années à compter de la date de libération du militaire des FC, puis transférés au Archives nationales du Canada. Les copies imprimées de dossiers datant avant 1976 ne sont pas disponibles en ce moment mais des arrangements seront apportés pour permettre de voir les dossiers.

**No. ADD** : 98/005 et 2000/019  
**Renvoi au dossier** # : MDN CNS 520  
**Enregistrement (SCT)** : 004249  
**Numéro de fichier** : MDN PPE 818

respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, le processus de prise de décision relatif à ce nombre de jours et à faciliter le calcul du nombre de jours de remise de peine obtenus par un détenu.

**Usages compatibles** : Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction** : Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative.

**No. ADD** : 98/001

**Renvoi au dossier #** : MDN ACP 630

**Enregistrement (SCT)** : 001765

**Numéro de fichier** : MDN PPE 863

**Histoire, Patrimoine et Distinctions**

**Honorifiques**

**Description** : Ce fichier contient : une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant : des activités connexes comme les cérémonies commémoratives de l'unité, les citoyens et d'honneur, des édifices, le gouverneur général, des navires, la royauté. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, la date et événement en question, le grade et le code d'emploi militaire, les noms et prénoms.

**Catégorie de personnes** : Cette banque s'applique aux : militaires des FC, employés civils du MDN.

**But** : Ce fichier a pour but d'établir et de tenir un dossier : des distinctions et récompenses

décernées aux militaires des FC, d'un certain nombre d'activités liées aux cérémonies de la Défense nationale.

**Usages compatibles** : Il n'y a aucune autre à utilisation conformance.

**Normes de conservation et de destruction** : Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada.

**No. ADD** : 98/005

**Renvoi aux dossiers #** : MDN DDC 420, MDN DDC 445

**Enregistrement (SCT)** : 000192

**Numéro de fichier** : MDN PPE 823

**Dossier d'enquête sur la sécurité et vérification relative à la fiabilité**  
**Description** : Ce fichier contient : des analyses de sécurité des rapports d'enquête, les appels logés du Comité de surveillance des activités de renseignements de sécurité, des casiers

Judiciaires, des documents générés par le Comité de révision des autorisations de sécurité, des renseignements personnels, des vérifications de solvabilité de la correspondance connexe. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Les détails sur les enquêtes tenues par le SCRS sont conservés dans la banque du SCRS. Ces dossiers contiennent : les noms et observations de ses employeurs précédents et leurs observations, les noms des personnes citées à titre de référence et leur remarque, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux, des renseignements personnels traitant du sujet et de sa famille immédiate. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. On peut obtenir les dossiers en donnant : la date de naissance de l'individu, les initiales, le nom de famille. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social.

**Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux employés du MDN (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité.

**But** : Ce fichier a pour objet de conserver des documents d'enquête servant : à évaluer la loyauté envers le Canada, et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents, à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à : des biens de valeur, du matériel dangereux dont elle assurerait la garde et la surveillance, des renseignements de nature délicate. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Lors de la prise de décisions au sujet du niveau de l'autorité de sécurité, les institutions ne peuvent se référer qu'aux informations contenues dans cette banque et non aux informations d'enquête contenues dans la banque du SCRS.



**Usages compatibles** : Identifier les individus autorisés et maintenir un système de points et l'inventaire des attributions à l'habillage des individus. Les renseignements (rang et élément de service uniquement) seront utilisés par le DAPES pour produire les rapports statistiques. La base de données ne sera pas reliée à d'autres systèmes.

**Normes de conservation et de destruction** : Les dossiers sont détruits deux ans suivant la dernière intervention administrative.

**No. ADD** : 98/001 et 2000/14  
**Renvoi au dossier #** : MDN 18415  
**Enregistrement (SCT)** : 005349  
**Numéro de fichier** : MDN PPE 829

**Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes**

**Description** : Ce fichier contient toutes les demandes de renseignements présentées au MDN par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut avoir accès aux dossiers en fournissant le nom et le prénom, et le numéro matricule.

**Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.

**But** : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels.

**Usages compatibles** : L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général.

**Normes de conservation et de destruction** : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes.

**No. ADD** : 98/005  
**Renvoi au dossier #** : MDN ACP 610  
**Enregistrement (SCT)** : 000218  
**Numéro de fichier** : MDN PPE 854

**Désignation des personnes à charge**

**supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada**

**Description** : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer les dossiers des personnes à charge, il faut indiquer les renseignements suivants sur : les personnes à charge le nom, la date de naissance, le lien de parenté avec le militaire, le militaire les noms et prénoms, le grade et le code d'emploi militaire, le numéro matricule.

**Catégorie de personnes** : Cette banque s'applique : aux militaires des FC, les personnes à charge supplémentaire des militaires.

**But** : Ce fichier constitue un dossier sur les personnes à charge supplémentaire des militaires des FC en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation.

**Usages compatibles** : Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction** : Les dossiers sont détruits après deux années civiles.

**No. ADD** : 98/005  
**Renvoi au dossier #** : MDN DRA 450  
**Enregistrement (SCT)** : 000178  
**Numéro de fichier** : MDN PPE 809

**Désignation des prisons militaires et des casernes de détention**

**Description** : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur : l'admission, la discipline, l'entretien des effets personnels, la remise de peine, la libération. On peut obtenir les dossiers en donnant : les dates d'incarcération, le lieu, le nom, le numéro d'identification de détention, le numéro matricule.

**Catégorie de personnes** : Cette banque s'applique aux personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires.

**But** : Ce fichier sert : à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le

dossiers des clients qui ont reçu des prêts sont conservés pendant deux ans après la fermeture du dossier. Le dossier est alors détruit. Les dossiers sur les clients qui n'ont pas reçu de prêt sont détruits lorsque les services de conseils financiers sont terminés.

**No. ADD : 98/005**

**Renvoi au dossier # : MDN PSB 405**

**Enregistrement (SCT) : 005347**

**Numéro de fichier : MDN PPE 803**

#### **DAPES - Habilement en ligne**

**Description :** Cette banque contient : le numéro

matricule (NM), le nom de famille, le(s) premier nom, initiales, le rang et l'environnement (Marine, Armée de terre ou Aviation) de tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B et C les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a

titre honorifique pour accéder à l'habilement en ligne. Habilement en ligne est un projet à livraison directe du MDN faisant appel au cyber commerce et entreprise électronique; ce projet servira à fournir des uniformes non opérationnels pour les membres du MDN. Tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a

titre honorifique pour conserver et maintenir un système de points et l'inventaire des attributions à l'habilement des individus. Les données sont conservées dans une base de données sûre. L'accès aux données en ligne est présenté en mode 'https' avec chiffrement à 128-bit (SSL). On peut avoir accès aux dossiers en

fournissant la date de naissance, le nom et le prénom, et le numéro matricule.

**Catégorie de personnes :** Tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a

titre honorifique.

**But :** Le but de la banque est de conserver les renseignements se rapportant aux membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a

d'identifier le personnel autorisé à utiliser le site sur l'habilement en ligne.

**But :** L'objet de cette banque de données est d'enregistrer la liste des candidats et les renseignements fournis dans le compte rendu du conseil du personnel, lesquels proviennent des délibérations du comité de sélection convoqué.

Les comités de sélection se réunissent pour dresser une liste de candidats à une promotion et une liste de candidats admissibles à une conversion de conditions de service. Les comités de sélection supplémentaires ont pour leur part le mandat de vérifier l'admissibilité de candidats particuliers à une promotion et aux conditions de service offertes. Les données fournies par les comités de sélection et les comités de sélection supplémentaires convoqués servent à sélectionner des candidats pour la formation et à déterminer leur admissibilité à l'emploi, à la conversion des conditions de service et à une promotion.

**Usages compatibles :** Il n'existe pas d'usages compatibles.

**Normes de conservation et de destruction :** Conformément aux dispositions de l'annexe A (Personnel - Comités des FC – Sélection) du fichier d'autorité « Plan de conservation et d'élimination des documents » A-AD-D11-001/AG-001, les listes de candidats, les compte rendus du conseil du personnel et les résultats du comité supplémentaire sont conservés pendant dix ans sur microfiche, sur papier ou sur support électronique à des fins statistiques et promotionnelles, et seront détruits au terme de cette période.

**No. ADD : 98/001**

**Renvoi au dossier # : MDN CNS 530**

**Enregistrement (SCT) : 004049**

**Numéro de fichier : MDN PPE 899**

#### **Conseil financier - Services financiers du RARM**

**Description :** Cette banque contient des renseignements financiers relativement au personnel des Forces canadiennes qui reçoit des conseils financiers. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule (le cas échéant).

**Catégorie de personnes :** La banque s'applique aux membres actuels des Forces canadiennes. **But :** Le but de cette banque est de tenir un dossier sur les clients qui reçoivent des conseils financiers.

**Usages compatibles :** Cette information est strictement utilisée pour l'administration (gestion de conseil financier. Autres que ceci, il n'y a pas d'autres utilisations.

**Normes de conservation et de destruction :** Les



**Renvoi au dossier # :** MDN CNS 520  
**Enregistrement (SCT) :** 002273  
**Numéro de fichier :** MDN PPE 848

#### **Commissions d'enquête/enquêtes sommaires**

**Description :** Ce fichier contient : les conclusions présentées, et les recommandations faites par des commissions d'enquête ou par l'enquêteur, les preuves fournies, et un compte rendu des délimitations du sujet des enquêtes. Les dossiers sont classés par incidents et endroits. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le genre et l'année de l'incident et le numéro matricule.

**Catégorie de personnes :** Ce fichier s'applique aux militaires des FC.

**But :** Ce fichier constitue un dossier sur les

enquêtes ouvertes ou statuées par des autorités désignées selon les règlements et ordonnances.

Ces enquêtes peuvent avoir pour but d'étudier

toute question ayant trait à : la conduite, la

discipline, l'administration, toutes les fonctions des FC, tout commandement, base, formation, tout

autre unité ou élément de ces dernières, toute

question concernant un membre quelconque des FC. Il permet de définir le motif des enquêtes, les

mesures correctives qui s'imposent, et les

responsabilités des personnes concernées.

**Usages compatibles :** On peut avoir accès aux enquêtes sommaires ou aux commissions

d'enquête mises sur pied pour analyser les

blessures ou les décès des membres et pour

présenter des demandes de prestations d'invalidité en vertu de la Loi sur les pensions. Les résultats

des enquêtes tenues lors du décès d'un membre

des FC peuvent être remis aux membres désignés de la famille responsables de la succession du

membre décédé.

#### **Normes de conservation et de destruction :**

Ces dossiers sont normalement conservés

pendant trois années civiles. Si le dossier contient une enquête portant sur des blessures alors le

dossier est gardé jusqu'à la libération du militaire après quoi il est transféré au Archives nationales

du Canada, ou si le dossier contient une enquête

portant sur un décès alors le dossier est gardé

décès jusqu'à ce que les formalités administratives

soient terminées, puis envoyé au Archives nationales du Canada.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN ACP 630

**Enregistrement (SCT) :** 000201

**Numéro de fichier :** MDN PPE 832

#### **Comité de sélection et résultats du comité de sélection supplémentaire**

**Description :** Ce fichier donne accès à trois

sources de renseignements, soit : les rapports du comité de sélection, la liste des candidats

admissibles à une promotion et à une conversion des conditions de service et les résultats du

comité de sélection supplémentaire. Les rapports du comité de sélection renferment des

renseignements sous la forme de conclusions et de recommandations, ainsi que des critères de

notation en vue d'une promotion et de la

conversion de conditions de service. La liste des candidats admissibles à une promotion et à une

conversion de conditions de service contient le

numéro matricule, le nom et les initiales, le CIU, l'USTD, la note/mention de conditions de service,

le GPM : quant à la liste des candidats à une

promotion, elle indique le rang sur la liste des

candidats à la promotion, le grade, le numéro matricule, le nom et les initiales, le GPM, le profil

de seconde langue officielle et le CIU. Les

rapports du comité de sélection supplémentaire

donnent de l'information telle que la comparaison de la notation entre des candidats choisis au

hasard, la reproduction de critères de notation

établis par le comité de sélection initial, et des

renseignements sur les militaires admissibles à

une révision par le comité supplémentaire. Par

ailleurs, on trouve dans le rapport d'un comité de

sélection des renseignements sur le président et les membres de ce comité, comme la signature de

l'autorité approuvante, la date de rédaction et de

signature, par les membres convoqués, du compte

rendu du conseil du personnel, les numéros

matricules, les noms et les initiales. Les annexes

de ce fichier contiennent des renseignements

personnels concernant le rapport sur la réduction de la liste de promotions le cas échéant, la non-

admissibilité à une promotion ou à la révision des

conditions de service et les erreurs qui se sont

glissées dans le rapport sur la réduction de la liste

de promotions et dans le rapport d'appréciation du

personnel. Les conclusions s'expriment en termes

de possibilités de promotion et d'admissibilité à

une conversion des conditions de service. On peut

avoir accès à ces dossiers en fournissant le nom,

les initiales et le grade, ainsi que le GPM, le NM et

la date de réunion du comité.

**Catégorie de personnes :** Cette banque de

données s'applique aux militaires des FC

(personnel de la Régulière).

administratives ou disciplinaires si des conflits

**Usages compatibles** : Il n'y a aucun usage

compatible associé avec l'usage des

renseignements personnels.

**Normes de conservation et de destruction** : Le

MDN conserve ces documents pendant la durée

d'emploi, plus deux ans, après quoi les documents

sont détruits.

**No. ADD** : 98/005

**Renvoi au dossier #** : MDN CNS 520

**Enregistrement (SCT)** : 001966

**Numéro de fichier** : MDN PPE 864

**Comité de sélection des officiers -**

**Programmes de perfectionnement universitaire**

**et de formation de spécialistes**

**Description** : Ce fichier contient les dossiers sur

les comités annuels de sélection pour les

programmes d'études suivants : programme

militaire d'études en médecine, études d'aumônier,

études dentaires, études en droit et études

pharmaceutiques, études supérieures, formation

universitaire (officiers), et programme pour

l'obtention d'un premier baccalauréat. Chaque

dossier peut contenir : les conclusions, les critères

de sélection, les délibérations, les instructions

d'affectation subséquentes, les lettres de l'offre ou

du refus aux candidats, les listes des officiers

choisis, (le Programme d'études supérieures

identifie la liste des officiers choisis pour suivre

des études supérieures et la liste des officiers non

choisis). Il renferme uniquement des

renseignements sur les officiers qui ont présenté

une demande. Les personnes qui désirent

consulter ces dossiers doivent indiquer : l'année

où elles ont présenté leur demande, le code

d'emploi militaire, le grade, les noms et prénoms,

le numéro matricule, programme en particulier.

**Catégorie de personnes** : Cette banque s'applique

aux officiers des FC qui ont présenté une demande

pour les programmes d'études énumérés.

**But** : Ce fichier a pour but d'enregistrer les

décisions du comité annuel de sélection des

officiers s'étant portés candidats pour chaque

programme d'études.

**Usages compatibles** : Sélection à partir des

officiers étant éligibles pour l'entraînement et

assignés à l'entraînement sous un projet déterminé.

**Normes de conservation et de destruction** : Les

dossiers sont conservés pendant trois années

civiles aux fins d'études statistiques, puis sont

détruits.

**No. ADD** : 98/001

partager, avec des organismes privés, des

renseignements qui ne permettent pas d'identifier

les clients, en vue d'apporter son concours à

programmes et de services en faveur des

membres actifs et retraités des Forces

canadiennes. Il lui est interdit de faire tout autre

usage de renseignements personnels, à

l'exception de ce qu'autorise la Loi sur la

protection des renseignements personnels.

**Normes de conservation et de destruction** : Les

dossiers sont détruits cinq ans après leur dernière

utilisation par le Centre.

**No. ADD** : 2000/014

**Renvoi au dossier #** : MDN BSS 490 et MDN

ACP 630

**Enregistrement (SCT)** : 005370

**Numéro de fichier** : MDN 824

**Code régissant les conflits d'intérêts et l'après-**

**mandat - Militaire**

**Description** : Ce fichier comprend : des

documents d'attestation; des rapports

confidentiels indiquant les biens, les exiguïtés ou

la participation à des activités extérieures selon les

dispositions de la DOAD 7021-1, Conflits

d'intérêts, des évaluations, des analyses et des

pièces de correspondance concernant des conflits

réels, potentiels ou apparents entre les intérêts

privés ou les biens d'un militaire et ses fonctions et

responsabilités officielles; des rapports et de la

correspondance concernant des offres concrètes

ou éventuelles d'emploi. On peut avoir accès aux

dossiers en fournissant la date de naissance, le

nom et le prénom, et le numéro matricule.

**Nota** : Cela influe sur la capacité d'un membre

des FC ou d'un employé du MDN quant à la

manière de traiter avec un ancien officier

supérieur.

**Catégorie de personnes** : Ce fichier s'applique

aux militaires de la Force régulière et aux militaires

de la Force de réserve en période de service

continu.

**But** : Les renseignements du fichier servent à :

permettre aux agents désignés de déterminer si un

membre des FC respecte les mesures

d'observation concernant les conflits d'intérêts et si

un officier supérieur ou ancien officier supérieur

(tels que définis dans la DOAD 7021-2, après-

mandat) respecte les mesures d'observation

concernant l'après-mandat : appliquer la série

DOAD 7021 : enregistrer les conflits d'intérêts

réels, potentiels ou apparents et leur règlement, et

toute mesure d'observation d'après-mandat; et

appuyer les décisions prises au sujet des mesures



**Renvoi au dossier # :** MDN BSS 490 et MDN

ACP 630

**Enregistrement (SCT) :** 005369

**Numéro de fichier :** MDN PPE 817

#### **Cartes d'identité et de contrôle d'accès**

**Description :** Ce fichier contient des

photographies, des signatures, les numéros

matricules (NM) (militaires) / codes d'identification

du dossier personnel (CIDP) (civils), les noms de

famille et les prénoms, la date de naissance,

religion et le group sanguin (pour les membres des

FC). La banque contient en outre des

renseignements sur l'accès à certaines

installations dans la Région de la Capitale National

(RCN) par les employés et leur sortie de ces

installations. Les renseignements sont recueillis à

l'aide de : formulaires d'identification et pièces de

correspondance, caméra numérique ou photos

fixes balayées par scanner, ces renseignements

sont conservés dans une base de données

automatique. On peut avoir accès aux dossiers en

fournissant la date de naissance, le nom et le

prénom, et le numéro matricule ou le numéro

d'emploi (CIDP).

**Catégorie de personnes :** Les militaires des FC,

les employés civils du MDN, le personnel des

forces alliées et leurs personnes à charges en

service au Canada et les personnes sous contrat

dans la RCN.

**But :** Cette banque a pour but de garder les

renseignements relatifs à l'émission et à

l'annulation d'une carte d'identité et de contrôle

d'accès de la RCN. Pour des raisons de sûreté et

de sécurité, ces renseignements sont utilisés pour

contrôler l'accès et la sortie à certaines

installations dans la RCN et garantir la sécurité

des employés et des biens du MDN.

**Usages compatibles :** Émission des cartes

d'identité et de contrôle d'accès de la RCN. Les

renseignements peuvent être utilisés pour la

préparation de rapports à des fins d'analyse

statistiques ou d'enquête sur un incident.

**Normes de conservation et de destruction :** Les

renseignements sur l'accès aux installations du

MDN et la sortie de celles-ci dans la RCN ne sont

recueillis que pour des raisons de sûreté et sont

gardés pendant deux ans : puis ils sont détruits.

Les dossiers d'identification des personnes

décédées, sont détruites deux ans après la date

du décès. Les dossiers du personnel des Forces

alliées sont détruits après l'expiration de la période

d'affectation au Canada. Toutes les autres

dossiers sont conservés par le MDN pendant cinq

ans après la libération : puis ils sont détruites.

**No. ADD :** 98/001

**Renvoi au dossier # :** MDN RMS 085

**Enregistrement (SCT) :** 003681

**Numéro de fichier :** MDN PPE 896

#### **Centre du ministère de la Défence national et**

**d'Anciens Combattants Canada pour le soutien**

**des militaires blessés ou retraités et de leurs**

**Description :** La banque du Centre, qui se trouve

au Quartier général de la Défense nationale, à

Ottawa, renferme des renseignements sur les

clients et les services qu'ils reçoivent. Par clients,

il faut entendre les membres actifs et retraités des

Forces canadiennes, ainsi que les membres de

leur famille, qui font appel au Centre. Bien que

géré par le ministère de la Défense nationale, le

Centre emploie également des fonctionnaires

d'Anciens Combattants Canada. Les

renseignements personnels, qu'ils soient

conservés sur copie papier ou sous forme

électronique, sont fournis par les clients eux-

mêmes ou, à la demande de ces derniers,

proviennent d'autres sources (ministères fédéraux,

secteur privé). Ils permettent de coordonner les

services d'aide destinés aux clients (réponses aux

questions, aiguillage vers d'autres organismes et,

dans certains cas, prestation de services financés

par le Centre). Il arrive même parfois que le

Centre communique avec d'éventuels clients sur la

foi de renseignements émanant de la base de

données sur les blessés des Forces canadiennes,

également exploitée par le Centre. On peut avoir

accès aux dossiers en fournissant la date de

naissance, le nom et le prénom, et le numéro

matricule ou le numéro d'emploi (CIDP).

**Catégorie de personnes :** Les membres actifs et

retraités des Forces canadiennes ainsi que les

membres de leur famille.

**But :** Les employés du Centre se servent des

renseignements de la banque pour signaler aux

clients l'existence de programmes et de services

d'aide. Ils s'en servent aussi pour gérer les cas et

tenir pour chacun un dossier des services rendus.

Toute information d'ordre personnel ne peut être

divulguée à d'autres intervenants du ministère de la

Défense nationale, d'Anciens Combattants Canada,

d'autres ministères fédéraux ou d'autres organismes

privés sans le consentement éclairé du client.

**Usages compatibles :** Le Centre est autorisé à

communiquer des renseignements anecdotiques

qui ne nomment pas les clients aux cadres

supérieurs du ministère de la Défense nationale ou

d'Anciens Combattants Canada à des fins

d'identification des problèmes et d'évaluation des

programmes. Il lui est également possible de

dossiers sont détruits après trois ans.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** MDN AGP 470, MDN

AGC 485

**Enregistrement (SCT) :** 000176

**Numéro de fichier :** MDN PPE 807

**Banque du données du comité d'examen des**

**titres de créance de la police militaire**

**Description :** Cette banque de données du

CETCPM et les fichiers correspondants renferment

des renseignements personnels sur les personnes

qui ont déposé une plainte contre la police militaire

ou l'un de ses membres, ou qui font l'objet d'une

plainte formulée par celle-ci ou par l'un de ses

membres. Cette banque enregistre le déroulement

des événements nécessaires au processus du

CETCPM. Elle contient les notes de

l'administrateur du CETCPM, une vue d'ensemble

des allégations, les décisions concernant la

suspension de membres de la police militaire, les

détails des enquêtes et les verdicts, les

recommandations d'unité, les décisions du

CETCPM ou ses recommandations au GPFC, de

même que toutes les modalités applicables. La

banque renvoie à l'enquête sur les normes

professionnelles et au dossier d'enquête de la

police militaire sur le Système d'information –

Sécurité et police militaire (SISEPM). On peut

avoir accès aux dossiers en fournissant la date de

naissance, le nom et le prénom, l'adresse

municipale complète et le numéro matricule ou le

numéro d'emploi (CIDP).

**Catégorie de personnes :** Cette banque

s'applique à la police militaire.

**But :** Cette banque a pour objet de documenter de

déroulement des causes vérifiées et interrompues,

ainsi que de tenir à jour une base de données

chronologique sur les dossiers clos.

**Usages compatibles :** Le Grand prévôt adjoint

(Normes professionnelles) revoit le contenu

mensuellement, afin de prendre connaissance du

déroulement des dossiers vérifiés et interrompus.

La banque peut également servir à des fins de

recherche, d'évaluation et de statistiques.

L'information recueillie lors des réunions

du Comité. Certains renseignements sont transmis

au DCM 5 aux fins de gestion de carrières.

**Normes de conservation et de destruction :** Les

renseignements contenus dans cette banque sont

conservés au Quartier général de la Défense

nationale, à Ottawa, pendant au moins 5 ans

après leur dernière utilisation à des fins

administratives. Passé ce terme, le dossier doit

être transféré aux Archives nationales du Canada

**Numéro de fichier :** PPE 833

**Enregistrement (SCT) :** 005371

ACP 630

**Renvoi aux dossiers # :** MDN RMS 085, MDN

**No. ADD :** 2000/014

archivistique ou historique.

s'il a été marqué comme ayant une valeur

**Base de données sur les pertes subies par les**

**Forces canadiennes**

**Description :** Cette banque de d'informations,

propriété du Quartier général de la Défense

nationale, à Ottawa, enregistre les blessures et

maladies graves subies par les militaires, ainsi que

les décès survenus au sein des Forces

canadiennes. L'information est fournie par les

unités des Forces canadiennes aux fins

d'enregistrement dans un fichier central géré par le

Centre du ministère de la Défense nationale et

d'Anciens combattants Canada pour le soutien des

militaires blessés ou retraités et de leurs familles.

Cette base de données est uniquement tenue à

jour par le personnel du MDN.

**Catégorie de personnes :** Membres des Forces

canadiennes.

**But :** Les renseignements contenus dans cette

banque sont utilisés par le personnel du MDN pour

veiller à ce que les militaires gravement blessés

ou malades soient dirigés vers tout programme ou

service qui pourrait les aider. Dans le cas d'un

décès, l'information sert à coordonner le

versement des prestations aux membres de la

famille du défunt, de même qu'à faciliter la

localisation des tombes de soldats qui étaient au

service des FC. Dans le but de porter assistance

au client et sous réserve de son consentement

éclairé, ces renseignements personnels pourront

être divulgués à d'autres composantes du MDN, à

Anciens Combattants Canada et à d'autres

organisations des secteurs privé et public.

**Usages compatibles :** L'information anecdotique

qui ne permet pas d'identifier un client peut être

partagée avec les cadres supérieurs du MDN et

les chefs des Forces canadiennes aux fins

d'identification de problèmes. Aucun autre usage

ne peut être fait des renseignements personnels à

moins d'une autorisation accordée en vertu de la

Loi sur la protection des renseignements

personnels.

**Normes de conservation et de destruction :** Les

dossiers ne sont pas détruits, mais plutôt

transférés au Centre des documents personnels

des Archives nationales un an après la dernière

utilisation à des fins administratives.

**No. ADD :** 2000/014



## Défense nationale

Chapitre 102

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

### Fichiers de renseignements personnels particuliers

**Aide financière - Caisse d'assistance au personnel des Forces canadiennes (CAPFC)**

**Description :** Cette banque de données rassemble des demandes d'aide financière faites auprès de la Caisse d'assistance au personnel des Forces canadiennes, et contient également les dossiers et les contrats de prêt. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule.

**Catégorie de personnes :** Cette banque concerne le personnel, ancien et actuel, de la Régulière des FC et les militaires admissibles de la Réserve.

**But :** Cette banque a pour objet de tenir à jour un dossier pour chaque employé des FC, ancien ou actuel, qui a demandé et obtenu de l'aide financière auprès de la CAPFC, les comptes de prêts courants et archives, ainsi que les contrats de prêt.

**Usages compatibles :** Cette information est strictement utilisée pour l'administration (gestion de l'aide financière. Autre que ceci, il n'y a pas d'autres utilisités.

**Normes de conservation et de destruction :** Les dossiers et les comptes de prêt sont détruits sept années civiles après le remboursement du prêt, et les demandes de prêt sont détruites après trois années civiles d'inactivité.

**No. ADD :** 98/005

**Renvoi au dossier # :** MDN PSB 405

**Enregistrement (SCT) :** 005346

**Numéro de fichier :** MDN PPE 802

**Assistance judiciaire aux membres des FC**

**Description :** Chaque dossier dans ce fichier

contient normalement un bref énoncé du problème

Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail

**Primes d'encouragement**  
**Description :** Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution.  
**Usages compatibles :** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement.  
**Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant 7 ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits.  
**No. ADD :** À déterminer.  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 002828  
**Numéro de fichier :** CPIM PPE 804

**Rapports des assurances de la Sun Life du Canada**  
**Description :** Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** La Sun Life du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité

**Usages compatibles :** Pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité

**Normes de conservation et de destruction :** Deux ans ensuite détruit.  
**No. ADD :** À déterminer.  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 002830  
**Numéro de fichier :** CPIM PPE 806

**Registres du Régime de Pension**  
**Description :** Ce fichier contient des renseignements personnels reliés au Régime de Pension.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales.  
**Usages compatibles :** Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds.  
**Normes de conservation et de destruction :** Deux ans après dénouement ensuite versé aux ANC.  
**No. ADD :** À déterminer.  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 002831  
**Numéro de fichier :** CPIM PPE 807

**Registres fiscaux**  
**Description :** Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution.  
**Catégorie de personnes :** Employés et retraités de l'institution.  
**But :** Le but est de se conformer aux exigences de Revenu Canada – Impôt.  
**Usages compatibles :** Afin d'établir le revenu et impôts de chaque individu.  
**Normes de conservation et de destruction :** 7 ans ensuite détruit.  
**No. ADD :** À déterminer.  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 002832  
**Numéro de fichier :** CPIM PPE 808

**Fichiers de renseignements personnels ordinaires**  
 Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
 Aide aux employés  
 Cartes d'identification et laissez-passer  
 Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
 Dossier personnel d'un employé  
 Dotation  
 Evaluation du rendement



# Corporation commerciale canadienne

Chapitre 100

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans L'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

# Corporation du Pont international de la Voie maritime, Limitée

Chapitre 101

## Fichiers de renseignements personnels particuliers

**Conflits d'intérêt**  
**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

**No. ADD :** 85/001  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 000663  
**Numéro de fichier :** CPIM PPE 802

**Laissez-passer – pont**  
**Description :** Ce fichier contient une liste des noms des individus à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation.

**Catégorie de personnes :** Employés et usagers du pont.

**But :** Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom.

**Usages compatibles :** Peut-être utilisé à des fins de références et légales.

**Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement ensuite conservés en permanences.

**No. ADD :** 85/001  
**Renvoi au dossier # :** CPIM CPIM 120  
**Enregistrement (SCT) :** 000641  
**Numéro de fichier :** CPIM PPE 801

# Construction de Défense Canada

Chapitre 99

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

# Conseil national des produits agricoles

Chapitre 98

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Évaluation du rendement

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Rémunération et avantages

Sécurité et santé au travail



# Conseil national de recherches Canada

Chapitre 97

## Fichiers de renseignements personnels particuliers

**Conflits d'intérêt**  
**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.  
**Catégorie de personnes :** Employés du Conseil.  
**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.  
**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.  
**Normes de conservation et de destruction :** Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** CNR EXE 010  
**Enregistrement (SCT) :** 000959  
**Numéro de fichier :** CNRC PPE 801  
**Intégrité scientifique – Enquêtes**  
**Description :** Ce fichier contient des données d'enquêtes sur de présumés manquements à l'éthique de la recherche scientifique commis par des employés du CNRC ; notes d'entrevue, attestations de témoins ; opinions juridiques, notes d'enquête sur de possibles manquements et rapports d'analyse de ces enquêtes ; correspondance ; documents de référence ; procès-verbaux de réunions du comité d'enquête.  
**Catégorie de personnes :** Employés du Conseil national de recherches du Canada.  
**But :** Ce fichier permet de conserver l'information à laquelle on a recours pour déterminer s'il y a lieu de prendre des mesures disciplinaires et pour établir la nature de ces mesures, en cas de manquement à l'éthique de la recherche scientifique. Les dossiers sont également conservés pour les procédures d'appel et autres.  
**Usages compatibles :** Faciliter les décisions

concernant les mesures disciplinaires que pourraient être prises à la suite d'une enquête.  
**Normes de conservation et de destruction :** Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** CNR EXE 010  
**Enregistrement (SCT) :** 003699  
**Numéro de fichier :** CNRC PPE 805  
**Prêt d'équipement**  
**Description :** Ce fichier contient l'information concernant les prêts d'équipement de bureau.  
**But :** Ce fichier sert à tenir compte des prêts.  
**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période d'un an après le retour ou la disposition de la pièce d'équipement, après quoi les dossiers sont détruits.  
**No. ADD :** 99/003  
**Renvoi au dossier # :** CNR SPR 909  
**Enregistrement (SCT) :** 005318  
**Numéro de fichier :** CNRC PPE 806  
**Fichiers de renseignements personnels ordinaires**  
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Équité en matière d'emploi  
Formation et perfectionnement  
Griets  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi

# Conseil d'examen du prix des médicaments brevetés

Chapitre 96

## Fichiers de renseignements personnels ordinaires

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Cartes d'identification et laissez-passer
- Code de valeurs et d'éthique de la fonction publique
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement

## Fichiers de renseignements personnels ordinaires

- Normes de conservation et de destruction :** Ces dossiers sont conservés pendant la durée d'emploi, plus deux ans après quoi les documents sont détruits.
- No. ADD :** 98/005
- Renvoi au dossier # :** CDA NDP 921
- Enregistrement (SCT) :** 003780
- Numéro de fichier :** CDA PPE 805
- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Aide aux employées/employés
- Cartes d'identification et laissez-passer
- Dossier personnel d'un employées/employés
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement



**Évaluations du rendement des employés**  
*Description :* Ce fichier contient des évaluations du rendement, des rapports et de la correspondance employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts.  
*Catégorie de personnes :* Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires.  
*But :* Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'emplois en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire.  
*Usages compatibles :* Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de l'évaluation de l'équité des échelles de notation utilisées au sein des diverses

**Conflits d'intérêt**  
*Description :* Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils

## Fichiers de renseignements personnels particuliers

Chapitre 95

# Conseil des Arts du Canada

directions et divisions du CRSNG.  
*Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits.  
*No. ADD :* 98/005  
*Renvoi au dossier # :* RSG NDP 921  
*Enregistrement (SCT) :* 002582  
*Numéro de fichier :* RSG PPE 802

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Formation et perfectionnement  
Griets  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

possèdent.  
*Catégorie de personnes :* Employés de l'institution.  
*But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêt potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels.  
*Usages compatibles :* Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Code régissant les conflits d'intérêts et l'après-mandat  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Conseil de recherches en sciences naturelles et en génie du Canada

Fichiers de renseignements personnels particuliers

**Conflits d'intérêt**  
**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harèlement  
Journaux de contrôle des réseaux électroniques  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement  
Voyages et réinstallations

et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.  
**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.  
**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.  
**No. ADD :** 1985/001  
**Renvoi au dossier # :** RSG NDP 921  
**Enregistrement (SCT) :** 001628  
**Numéro de fichier :** RSG PPE 801



interne et dans le rapport annuel présenté au

Conseil du Trésor.

**Usages compatibles** : Justifie les prévisions et l'utilisation des années-personnes du Conseil.

**Normes de conservation et de destruction** :

Ces dossiers sont conservés pendant deux ans,

après quoi ils sont détruits.

**No. ADD** : 2003/001

**Renvoi au dossier #** : RMD ADM 900

**Enregistrement (SCT)** : 002883

**Numéro de fichier** : RMD PPE 810

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Langues officielles  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Chapitre 91

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griets  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Conseil de l'évaluation environnementale et socio-économique au Yukon

## Chapitre 92

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source.

Fichiers de renseignements  
personnels ordinaires

Evaluation du rendement  
Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Conseil canadien des relations industrielles

Chapitre 89

Fichiers de renseignements  
personnels ordinaires

Dotation  
Formation et perfectionnement

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)  
Dossier personnel d'un employé

Programme d'équité en matière d'emploi  
Présences et congés  
Langues officielles

Rémunération et avantages  
Sécurité et santé au travail

Stationnement

Conseil de contrôle des renseignements relatifs aux  
matières dangereuses

Chapitre 90

Fichiers de renseignements  
personnels particuliers

Exclusion pour des raisons confidentielles ou

de gestion

Description : Ce fichier contient des renseignements personnels relatifs aux exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs d'exclusion.

Catégorie de personnes : Renseignements

relatifs aux employés du Conseil.

But : Ce fichier sert à maintenir une liste complète des exclusions des personnes proposées à gestion et à des fonctions confidentielles au Conseil, et constitue le seul registre officiel des exclusions.

Usages compatibles : Justifie le choix des

employés nommés à des postes exclus.

Normes de conservation et de destruction : Les

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la

classification et la date d'embauche de chaque

employé faisant partie de l'effectif à la fin de la

période visée par le rapport. On utilise ces

renseignements pour vérifier l'identité des

employés et relier cette information à celle du

système d'information sur le personnel de CSC.

Catégorie de personnes : Renseignements

relatifs aux employés du Conseil.

But : Ce fichier sert à calculer les années-

personnes qui sont utilisées aux fins de la gestion



du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références.

**Catégorie de personnes :** Les candidats retenus qui ont demandé à travailler au Conseil canadien des normes en vertu d'une nomination.  
**But :** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté.  
**Usages compatibles :** Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi.  
**Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CCN DAF 903  
**Enregistrement (SCT) :** 003026  
**Numéro de fichier :** CCN PPE 803

**Formation et perfectionnement**  
**Description :** Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le numéro d'assurance sociale ; les certificats ; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement.

**Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.  
**Normes de conservation et de destruction :** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

**No. ADD :** 85/001  
**Renvoi aux dossiers # :** CCN DAF 903  
**Enregistrement (SCT) :** 003024  
**Numéro de fichier :** CCN PPE 801

prendre des décisions dans les domaines susmentionnés.  
**Catégorie de personnes :** Employés de l'institution.  
**But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

**Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; et à Santé nationale et Bien-être social (aux fins des pensions).

**Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par la Bibliothèque et Archives Canada.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CCN DAF 903  
**Enregistrement (SCT) :** 003027  
**Numéro de fichier :** CCN PPE 804  
**Vérification de la fiabilité**  
**Description :** Ce fichier contient des renseignements rassemblés par l'institution lorsqu'elle a procédé, conformément à la politique

décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier.

**No. ADD :** 98/005

**Renvoi au dossier # :** CCN DAF 903

**Enregistrement (SCT) :** 003025

**Numéro de fichier :** CCN PPE 802

**Code régissant les conflits d'intérêts et l'après-mandat**

**Description :** Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exibilités visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN ; (2) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat.

**Catégorie de personnes :** Employés du CCN.

**But :** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition d'emploi ; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux ; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription.

**Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels.

**Normes de conservation et de destruction :** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** CCN DAF 903

**Enregistrement (SCT) :** 003025

**Numéro de fichier :** CCN PPE 805

**Dossier personnel d'un employé**

**Description :** Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des



Canada reconnaît les accomplissements de ses employés et employés.

**Usages compatibles :** Accorder des cadeaux commémoratifs après un certain nombre d'années de service.

**Normes de conservation et de destruction :** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans après la dernière consultation à des fins administratives puis détruits; les fichiers financiers sont conservés pendant six ans puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CFC NDP 918  
**Enregistrement (SCT) :** 005276  
**Numéro de fichier :** CFC PPE 810

**Système de gestion des salaires**

**Description :** Cette banque de données contient des renseignements personnels sur chaque employé de Condition féminine Canada, y compris ses nom et prénom, sa catégorie et son niveau professionnels, son salaire annuel, la date d'anniversaire de son entrée en fonction et son code financier.

**Catégorie de personnes :** Employés de Condition féminine Canada, y compris les employés à temps plein et à temps partiel, les employés nommés pour une période déterminée, les employés occasionnels, les étudiants et les détachements.

**But :** Le Système de gestion des salaires est le système ministériel de tenue des dossiers financiers pour la gestion des salaires.

**Usages compatibles :** Il s'agit d'un outil de prévision qui aide les gestionnaires à administrer leur masse salariale et leurs ressources en équivalent temps plein pour l'exercice en cours.

**Fichiers de renseignements personnels particuliers**

**Présences et congés**

**Description :** Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel.

Chapitre 88

**Conseil canadien des normes**

**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de cinq ans, après que l'information ait été remplacée ou soit devenue désuète puis détruits.

**No. ADD :** 99/004  
**Renvoi au dossier # :** CFC NDP 925  
**Enregistrement (SCT) :** 005278  
**Numéro de fichier :** CFC PPE 820

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

**Aide aux employés**

**Cartes d'identification et laissez-passer**

**Code de valeurs et d'éthique de la fonction publique**

**Dossier personnel d'un employé**

**Dotation**

**Évaluation du rendement**

**Formation et perfectionnement**

**Griefs**

**Harcèlement**

**Langues officielles**

**Mesures disciplinaires**

**Présences et congés**

**Programme d'équité en matière d'emploi**

**Rémunération et avantages**

**Sécurité et santé au travail**

**Stationnement**

**Catégorie de personnes :** Employés du Conseil canadien des normes.

**But :** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés.

**Usages compatibles :** Consigner les congés autorisés et les jours de présence ; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi.

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de la présente publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations de sécurité

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Stationnement

Programme d'équité en matière d'emploi  
Rémunération et avantages sociaux

Présences et congés

Mesures disciplinaires

Langues officielles

Gratés

Formation et perfectionnement

Évaluation du rendement

Dotation

## Condition féminine Canada

Chapitre 87

### Fichiers de renseignements personnels particuliers

Dossier principal des détenteurs de cartes de crédit du Ministère

**Description :** Cette banque de données contient

des renseignements sur les membres du

personnel de Condition féminine Canada qui sont

responsables d'une carte d'achat du

gouvernement fédéral (Mastercard, Visa, etc).

Cette banque comprend le numéro de carte

d'achat, le nom de la personne qui détient la carte,

la date limite et la limite de crédit.

**Catégorie de personnes :** Les membres du

personnel de Condition féminine Canada qui en

ont reçu l'autorisation.

**But :** Veiller à ce que les achats faits par le

personnel au nom du Ministère soient facturés aux

comptes correspondant aux cartes d'achat

appropriées.

**Usages compatibles :** Ces renseignements sont

utilisés aux fins de comptes rendus et de rapports

sur les dépenses effectuées pour le Ministère à

partir de cartes d'achat.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pour une période de deux

ans après la dernière consultation à des fins

administratives puis détruits.

**No. ADD :** 99/004

**Renvoi au dossier # :** CFC NDP 914

**Enregistrement (SCT) :** 005274

**Numéro de fichier :** CFC PPE 805

**Exclusion des postes de direction et de**

**confiance**

**Description :** Cette banque de données contient

des renseignements sur les membres du

personnel exclus des négociations collectives. On

y retrouve la date d'exclusion, le code d'exclusion,

le niveau et le groupe ainsi que la direction

générale et la division.

**Catégorie de personnes :** Les membres du

personnel de Condition féminine Canada exclus des

négociations collectives en raison du poste de

direction ou de confiance qu'elles ou ils occupent.

**But :** Consigner des données sur les membres du

personnel exclus des négociations collectives.

**Usages compatibles :** Cette banque de données

sert aux fins de la rémunération ainsi qu'en cas de

grève.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pour une période de cinq

ans, après que l'information ait été remplacée ou

soit devenue désuète puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** CFC NDP 926

**Enregistrement (SCT) :** 005277

**Numéro de fichier :** CFC PPE 815

**Récompenses pour longs états de services**

**Description :** Cette banque de données contient

des noms, les dates d'entrée en fonction et les

récompenses attribuées.

**Catégorie de personnes :** Les employées et

employés de Condition féminine Canada.

**But :** La récompense pour longs états de service

est le moyen par lequel Condition féminine



# Commission nationale des libérations conditionnelles

Chapitre 86

## Fichiers de renseignements personnels particuliers

### Vérification approfondie de fiabilité

**Description :** Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes.

**Catégorie de personnes :** Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel.

**But :** Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable.

**Usages compatibles :** Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi.

**Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière activité administrative.

**No. ADD :** 98/001

**Renvoi au dossier # :** CLC CLC 005

**Enregistrement (SCT) :** 002100

**Numéro de fichier :** CLC PPE 801

**Harèlement**

**Description :** Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent la correspondance concernant les allégations de harcèlement et les réponses y afférentes; les entrevues réalisées avec les plaignants et les mis en cause; les entrevues avec les témoins des

incidents; les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation, règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires.

**Catégorie de personnes :** Employés de la Commission nationale des libérations conditionnelles et autres personnes à l'emploi de la fonction publique.

**But :** Ce fichier a pour but de consigner les renseignements nécessaires pour traiter les plaintes de harcèlement; pour établir, dans des circonstances données, s'il y a vraiment une situation de harcèlement et, dans l'affirmative, déterminer les mesures appropriées, notamment des mesures disciplinaires, pour mettre fin à cette situation.

**Usages compatibles :** Appuyer les décisions portant sur les mutations et les mesures disciplinaires à l'endroit des employés et assurer l'équité du processus de l'enquête, les renseignements concernant les résultats et les recommandations de l'enquête pouvant être divulgués au plaignant et au mis en cause. A la suite d'une plainte fondée, on peut divulguer au plaignant toute mesure corrective ou disciplinaire. On peut utiliser des renseignements d'ordre général touchant des personnes qui ne peuvent être identifiées pour analyser les tendances et donner de l'information aux personnes oeuvrant dans le domaine de la prévention et du règlement de cas de harcèlement.

**Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la dernière activité administrative effectuée au sujet d'un cas donné.

**No. ADD :** 98/005

**Renvoi au dossier # :** CLC CLC 005

**Enregistrement (SCT) :** 005252

**Numéro de fichier :** CLC PPE 805

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code de valeurs et d'éthique de la fonction publique Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Langues officielles  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

**Commission du droit d'auteur Canada**

Chapitre 84

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code de valeurs et d'éthique de la fonction publique Contrôle de sécurité du personnel Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Langues officielles  
Présences et congés  
Program d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

**Commission du droit du Canada**

Chapitre 85

**Fichiers de renseignements personnels ordinaires**

Conformément à un protocole d'entente en date du 31 mars 2001 et visant la prestation de services pour la période du 1er avril 2001 au 30 juin 2004, la Commission canadienne des droits de la personne se charge en notre nom de la gestion des fonctions relatives aux ressources humaines et conserve tous les registres reliés à cette fonction. Cette entente a été renouvelée afin de prolonger la prestation des services du 1er juillet 2004 au 30 juin 2007. Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Mesures disciplinaires  
Langues officielles  
Rémunération et avantages



**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité) Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Langues officielles  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

Chapitre 82

**Commission des traités de la Colombie Britannique**

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code de valeurs et d'éthique de la fonction publique Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Harcelement  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Stationnement

**militaire**  
Chapitre 83

**Fichiers de renseignements personnels particuliers**

**Services intégrés**

**Relations de travail**

**Description :** Ce fichier contient des avis et mesures prises suite à l'inconduite d'employés ; les plaintes officielles ou non de harcèlement, leur évaluation et leur résolution ; les griefs présentés par les employés et leurs agents de négociation ; et la réception d'événements ayant trait aux relations de travail, les enquêtes et les mesures prises à ce sujet.  
**Catégorie de personnes :** Employés de la

**Commission d'examen des plaintes concernant la police**

Commission  
**But :** Documenter tout renseignement requis pour traiter une plainte ou une mesure, pour prendre une décision dans une situation particulière et pour agir de façon spécifique.  
**Usages compatibles :** Pour soutenir les décisions sur des questions ayant trait aux relations de travail tel que la discipline, le harcèlement, les griefs.  
**Normes de conservation et de destruction :** Trois ans après le règlement du cas ensuite détruit.  
**No. ADD :** 2004/013  
**Renvoi au dossier # :** CPM NDP 926  
**Enregistrement (SCT) :** 005244  
**Numéro de fichier :** CPM PPE 801

compter de la date où elles ont été données et sont ensuite détruites.

**No. ADD :** 91/0222

**Renvoi au dossier # :** RLT OGP 075

**Enregistrement (SCT) :** 000773

**Numéro de fichier :** RLT PCE 771

**Plaintes - Code canadien du travail - partie II**

**Description :** Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils se sont prévalus des droits que leur accorde la Partie II du Code canadien du travail.

**Catégorie de personnes :** Fonctionnaires fédéraux.

**But :** Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés déposent contre leur employeur.

**Usages compatibles :** Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'employé parce qu'il s'est prévalu d'un des droits que lui accorde la Partie II du Code canadien du travail.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont micro-filmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD :** 91/0222.

**Renvoi au dossier # :** RLT OGP 560

**Enregistrement (SCT) :** 001881

**Numéro de fichier :** RLT PCE 727

**Plaintes relatives à des pratiques de travail déloyales**

**Description :** Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission.

**Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission.

**But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de

certaines dispositions de la Loi sur les relations de travail dans la Fonction publique, L.R.C. (1985), ch. P-35 ou du Règlement et règles de procédure de la C.R.T.F.P. (1993) DORS/93-348, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1<sup>er</sup> juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, L.R.C. (1985), ch. P-35, manquement au devoir de représentation juste.

**Usages compatibles :** Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale.

**Normes de conservation et de destruction :** Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD :** 91/0222

**Renvoi au dossier # :** RLT OGP 060

**Enregistrement (SCT) :** 000774

**Numéro de fichier :** RLT PCE 729

**Fichiers de renseignements personnels particuliers**

**Nomination des arbitres (griets et différends)**

**Description :** Ce fichier renferme des renseignements concernant la nomination des arbitres (griets et différends) à la Commission.

**Catégorie de personnes :** Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griets.

**But :** Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griets et différends).

**Usages compatibles :** Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres.

**Normes de conservation et de destruction :** Les renseignements sont conservés pendant 25 ans après la fin du mandat et ensuite détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** RLT OGP 510

**Enregistrement (SCT) :** 002186

**Numéro de fichier :** RLT PPE 802



la sécurité du public.

**Usages compatibles** : Appuyer les décisions de la Commission sur la question de savoir si certains postes de la Fonction publique du Canada sont des postes « désignés ».

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD** : 91/022

**Renvoi au dossier #** : RLT OGP 080

**Enregistrement (SCT)** : 000779

**Numéro de fichier** : RLT PCE 737

**Griefs renvoyés à l'arbitrage**

**Description** : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission.

**Catégorie de personnes** : Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission.

**But** : Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations

alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1<sup>er</sup> juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, L.R.C. (1985), ch. P-35,

la fonction publique, L.R.C. (1985), ch. P-35, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire.

**Usages compatibles** : Appuyer les décisions de la Commission concernant les griefs arbitrables.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD** : 91/022

**Renvoi au dossier #** : RLT OGP 065

**Enregistrement (SCT)** : 000772

**Numéro de fichier** : RLT PCE 726

**Médiation des plaintes/griefs**

**Description** : Ce fichier contient les demandes de médiation, les réponses à ces demandes, les avis de réunions et les rapports d'étape.

**Catégorie de personnes** : Ce fichier concerne les personnes employées dans la fonction publique du Canada et au Parlement.

**But** : Ce fichier a pour but de consigner les étapes administratives du processus de médiation.

**Usages compatibles** : Consigner l'information et la fournir sur demande.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant 4 années et ensuite détruits.

**No. ADD** : À être déterminé.

**Renvoi au dossier #** : RLT OGP 579

**Enregistrement (SCT)** : 005254

**Numéro de fichier** : RLT PCE 805

**Opposition à l'exclusion de postes de direction ou de confiance**

**Description** : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission.

**Catégorie de personnes** : Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement.

**But** : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que

des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion. Depuis le 1<sup>er</sup> juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, L.R.C. (1985), ch. P-35, ce

sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de direction ou de confiance est proposée.

**Usages compatibles** : Appuyer les décisions de la Commission qui concernent l'exclusion de certaines personnes des unités de négociation.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formules d'approbation d'exclusions sont conservées pendant deux ans à

**Catégorie de personnes :** Ce fichier concerne les

personnes membres de la Fonction publique du

Canada ou employées au Parlement qui ont

présenté à la Commission une demande en vue

de faire réviser, amender, altérer ou modifier une

décision quelconque rendue par la Commission.

**But :** Ce fichier a pour but de consigner, à

'l'intention de la Commission, les demandes faites

en vertu de l'article 27 de la Loi sur les relations de

travail dans la Fonction publique, L.R.C. (1985), ch.

P-35 ou de l'article 17 de la Loi sur les relations de

travail au Parlement afin de faire réviser, amender,

altérer ou modifier une décision ou une ordonnance

quelconque rendue par cette Commission.

**Usages compatibles :** Appuyer les décisions

rendues par la Commission au sujet des

demandes de révision de ses décisions.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant les 10 années

qui suivent le règlement de ces cas. Les décisions

de la Commission sont microfilmées trois ans

après qu'elles ont été rendues. Ces microfilms

sont conservés pendant 30 ans, puis transférés

aux Archives nationales du Canada à des fins

archivistiques.

**No. ADD :** 91/022

**Renvoi au dossier # :** RLT OGP 525

**Enregistrement (SCT) :** 000777

**Numéro de fichier :** RLT PCE 793

**Détermination des postes désignés**

**Description :** Ce fichier contient les listes des

postes considérés comme étant « désignés », les

avis d'auditions connexes, les décisions rendues

par la Commission à leur égard et les listes des

employés « désignés ».

**Catégorie de personnes :** Ce fichier concerne les

personnes membres de la Fonction publique du

Canada et qui sont réputées des employés

« désignés », c'est-à-dire des personnes dont les

fonctions sont nécessaires dans l'intérêt de la

sûreté ou de la sécurité du public.

**But :** Ce fichier a pour but de consigner, à

'l'intention de la Commission, les objections que

des agents négociateurs ont faites pour s'opposer

aux propositions d'employeurs qui veulent que

certaines employés ou certaines classes

d'employés soient considérées comme des

employés « désignés ». Depuis le 1er juin 1993, à

la suite des modifications apportées à la Loi sur

les relations de travail dans la fonction publique,

L.R.C. (1985), ch. P-35, ce sont les postes plutôt

que les fonctionnaires dont l'exclusion est

proposée au titre des fonctions nécessaires pour

sur les Relations de travail au Parlement.

**Usages compatibles :** Pour appuyer les décisions

de la Commission concernant les demandes

d'autorisation d'intenter des poursuites.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant les 10 années

qui suivent le règlement de ces cas. Les décisions

de la Commission sont microfilmées trois ans

après qu'elles ont été rendues. Ces microfilms

sont conservés pendant 30 ans, puis transférés

aux Archives nationales du Canada à des fins

archivistiques.

**No. ADD :** 91/022

**Renvoi au dossier # :** RLT OGP 105

**Enregistrement (SCT) :** 000778

**Numéro de fichier :** RLT PCE 731

**Demande de prolongation de délai**

**Description :** Ce fichier contient les demandes de

prolongation de délai, les avis d'auditions connexes

et les décisions rendues par la Commission.

**Catégorie de personnes :** Ce fichier concerne les

personnes membres de la Fonction publique du

Canada ou employées au Parlement qui ont

présenté une demande de prolongation de délai

afin de pouvoir présenter un grief ou donner une

réponse à une procédure.

**But :** Ce fichier a pour but de consigner, à l'intention

de la Commission, les demandes de prolongation de

délai faites par des personnes désireuses de

présenter un grief à un employeur, de faire renvoyer

un grief à l'arbitrage de la Commission, ou de

soumettre une réponse à une procédure.

**Usages compatibles :** Appuyer les décisions de

la Commission concernant les demandes de

prolongation de délai.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant les 10 années

qui suivent le règlement de ces cas. Les décisions

de la Commission sont microfilmées trois ans

après qu'elles ont été rendues. Ces microfilms

sont conservés pendant 30 ans, puis transférés

aux Archives nationales du Canada à des fins

archivistiques.

**No. ADD :** 91/022

**Renvoi au dossier # :** RLT OGP 110

**Enregistrement (SCT) :** 000776

**Numéro de fichier :** RLT PCE 710

**Demandes de révision**

**Description :** Ce fichier contient les demandes de

révision des décisions de la Commission, les

réponses à ces demandes, les avis d'auditions

connexes et les décisions rendues par la Commission

au sujet du traitement de ces demandes.



# Commission des relations de travail dans la fonction

## publique

Chapitre 81

## Fichiers de renseignements personnels centraux

### Annulation de l'accréditation

**Description :** Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission.

**Catégorie de personnes :** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur.

**But :** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique, L.R.C. (1985), ch. P-35 ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation.

**Usages compatibles :** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD :** 91/022

**Renvoi au dossier # :** RLT OGP 550

**Enregistrement (SCT) :** 000775

**Numéro de fichier :** RLT PCE 704

### Décisions des agents de sécurité

**Description :** Ce fichier contient les décisions des agents de sécurité qui sont renvoyées à la Commission, concernant le refus d'un employé de travailler pour cause de danger.

**Catégorie de personnes :** Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission.

## But :

Ce fichier a pour but de consigner les décisions rendues par la Commission à la suite

d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision

ainsi que les motifs de celle-ci.

**Usages compatibles :** Depuis le 30 septembre 2000, la Commission des relations de travail dans la fonction publique ne recueille plus de données à ce sujet. Ressources humaines et développement des compétences Canada a maintenant la responsabilité concernant cet article de la Loi. L'information recueillie servait à appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

**No. ADD :** 91/022

**Renvoi au dossier # :** RLT OGP 145

**Enregistrement (SCT) :** 001880

**Numéro de fichier :** RLT PCE 734

### Demande d'autorisation d'intenter des poursuites

**Description :** Ce fichier contient des demandes d'autorisation d'intenter des poursuites, des

déclarations statutaires ou des déclarations sous serment, des réponses aux demandes, des avis

d'audience connexes et des décisions rendues par la Commission.

**Catégorie de personnes :** Ce fichier concerne les fonctionnaires fédéraux ou les employés du Parlement dont le dossier est passé à l'étude à la demande de l'employeur avec l'intention d'entamer une poursuite pour infraction d'articles spécifiques de la Loi sur les relations de travail dans la

fonction publique, L.R.C. (1985), ch. P-35.

**But :** Ce fichier a pour but de consigner au dossier les demandes de consentement de la Commission afin de pouvoir entamer des poursuites devant les tribunaux pour infraction présumée de certains articles de la Loi sur les relations de travail dans la fonction publique, L.R.C. (1985), ch. P-35 ou la Loi

# Commission des lieux et monuments historiques du Canada

Chapitre 79

## Fichiers de renseignements personnels ordinaires

**Nota :** Les renseignements sur les membres de la Commission des lieux et monuments historiques du Canada sont détenus par le ministère du Patrimoine canadien.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Formation et perfectionnement

Rémunération et avantages

# Commission des plaintes du public contre la GRC

Chapitre 80

**Nota:** Les renseignements sur les employés du Commission des plaintes du public contre la GRC sont détenus par le ministère de la Sécurité publique et de la Protection civile (anciennement le ministère du Solliciteur général).

## Fichiers de renseignements personnels ordinaires

Évaluation du rendement  
Formation et perfectionnement  
Griets  
Sécurité et santé au travail  
Stationnement

Code de valeurs et d'éthique de la fonction publique  
Dossier personnel des employés  
Dotation



# Commission des champs de bataille nationaux

Chapitre 78

## Fichiers de renseignements personnels particuliers

### Dossier personnel d'un employé

**Description :** Ce fichier renferme des renseignements concernant les caractéristiques

personnelles, y compris l'âge et le sexe ; le numéro d'identification de l'employé ; l'adresse du domicile ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs détenus ; le curriculum vitae et les références ;

l'emplacement géographique et la situation dans l'organisation ; les nominations, les mutations, les promotions et les démissions ; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi ; les évaluations du rendement ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

**Catégorie de personnes :** Employés de la Commission des champs de bataille nationaux.

**But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé

afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au développement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; au niveau de sécurité ; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. En ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

**Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et

donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

**Normes de conservation et de destruction :**

Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

**No. ADD :** 98/005

**Renvoi au dossier # :** CCBN PER 3500

**Enregistrement (SCT) :** 003944

**Numéro de fichier :** CBN PPE 810

Fichiers de renseignements  
personnels particuliers

Aide aux employés

**Description :** La Commission a conclu un protocole d'entente avec l'Agence d'hygiène et de sécurité au travail de Santé Canada pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé Canada contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés; les avis de mise en rapport volontaire ou obligatoire (conexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation; et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnel sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence d'hygiène et de sécurité au travail du ministère de la Santé Canada. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

**Catégorie de personnes :** Les employés et les commissaires de la CISR.

**But :** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de conseils s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. Seules des données statistiques sont fournies à la Commission.

**Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés.

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION cette publication une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement



## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Aide aux employés et employées

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel de l'employé

Dotation

Évaluation de rendement des employés et des employés et revue du rendement

Formation et perfectionnement

Griets

Harcellement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

**Catégorie de personnes** : Les employés et employées du ministère que concernent la comptabilisation et le traitement des données financières pour la CFP.

**But** : Ces renseignements sont nécessaires aux fins de vérification et de justification de tous les paiements et recouvrements effectués par la CFP.

**Usages compatibles** : Ces renseignements servent à produire des rapports financiers tels que les états financiers ministériels, les comptes publics, les enquêtes parlementaires, les demandes d'accès à l'information, les analyses prévisionnelles mensuelles et trimestrielles, et d'autres demandes des organismes centraux.

**Normes de conservation et de destruction** : Les documents sont conservés pendant six ans et sont ensuite détruits.

**No. ADD** : 99/004

**Renvoi au dossier #** : CFP DGM 914

**Enregistrement (SCT)** : 002413

**Numéro de fichier** : CFP PPE 815

**Postes de cadre de direction utilisant une marge de manœuvre et Plan de rémunération d'affectation spéciale**

**Description** : Ce fichier peut contenir l'entente entre l'employé ou l'employée ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande.

**Catégorie de personnes** : Cadres de direction surclassés embauchés par la CFP et employés et employées des autres groupes embauchés en vertu du Plan de rémunération d'affectation spéciale (PRAS).

**But** : Ce fichier a été créé pour consigner et pour contrôler les situations de surclassement des cadres de direction et le recours au PRAS ayant cours à la CFP.

**Usages compatibles** : Le fichier sert à administrer et à conserver des données sur la situation du surclassement des cadres de direction et celle du PRAS. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la CFP et au SCT sur demande.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux ans, puis sont ensuite détruits.

**No. ADD** : 98/005

**Renvoi au dossier #** : CFP 925

**Enregistrement (SCT)** : 001486

**Numéro de fichier** : CFP PPE 801

participants et à mesurer l'efficacité de chaque initiative ou programme. Il sert également à la préparation des rapports statistiques et des rapports d'information sur la gestion pour la CFP, le SCT, les ministères fédéraux et les comités d'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après que la participante ou le participant a terminé son affectation et ils sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant 25 ans et sont ensuite détruits.

**No. ADD :** 2001/025

**Renvoi aux dossiers # :** CFP DGD 030 et CFP

DGD 040

**Enregistrement (SCT) :** 002297

**Numéro de fichier :** CFP PCE 798

#### Recours en matière de mutation

**Description :** Ce fichier renferme des dossiers de plainte contenant des renseignements personnels généraux, les preuves recueillies durant l'enquête, lettres et notes de service, un rapport d'enquête assorti de recommandations à l'administrateur général ou l'administratrice générale ainsi que la décision de la CFP, le cas échéant, et une fiche d'information statistique concernant la plainte.

**Catégorie de personnes :** Les fonctionnaires qui ont soumis à la Direction générale des recours une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique.

**But :** Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique et l'article 29 du Règlement sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur ou l'enquêtrice d'évaluer les éléments de preuve et de formuler des recommandations à l'administratrice générale ou l'administrateur général en ce qui a trait aux mesures correctives à prendre par rapport à la mutation du fonctionnaire en cause.

**Usages compatibles :** Ce fichier sert à la préparation des rapports de la CFP au Parlement. **Normes de conservation et de destruction :** Les documents sont conservés pendant cinq ans et sont ensuite détruits.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DEA 005

**Enregistrement (SCT) :** 003270

**Numéro de fichier :** CFP PCE 736

**Résultats de l'évaluation menée par le Service de counseling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)**

**Description :** Ce fichier peut contenir des données biographiques, des notes reliées au service et des résultats d'évaluation.

**Catégorie de personnes :** Les titulaires d'un poste de cadre supérieur ou d'un poste équivalent, ainsi que les titulaires d'un poste de niveau EX moins un qui font appel au Service de counseling. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation pour des questions de réorientation professionnelle.

**But :** Ce fichier a pour but de donner de l'information aux fonctionnaires fédéraux qui font appel au Service de counseling aux cadres supérieurs, afin d'avoir une meilleure compréhension d'eux-mêmes et de recevoir un service confidentiel d'orientation.

**Usages compatibles :** On utilise ces renseignements pour donner des conseils au client ou à la cliente et pour transmettre ces renseignements à des personnes choisies, sur demande écrite du client ou de la cliente. Une quantité restreinte de ces renseignements peut aussi servir à compiler des données statistiques dans le but d'améliorer la qualité du service.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 10 ans après avoir été déclarés inactifs et sont ensuite détruits.

**No. ADD :** 2001/025

**Renvoi aux dossiers # :** CFP DGD 050 et CFP DGD 034

**Enregistrement (SCT) :** 002912

**Numéro de fichier :** CFP PCE 744

**Fichiers de renseignements personnels particuliers**

**Comptes créditeurs et comptes débiteurs**

**Description :** Ce fichier peut contenir de l'information sur les frais de voyage, paiements aux fournisseurs, contrats, bons de commande, paiements aux autres ministères fédéraux, primes au mérite et à l'initiative, paiements des frais d'adhésions et les paiements des salaires comprenant la paie régulière et le supplément de salaire. Il renferme aussi de l'information sur les comptes créditeurs liés à des recouvrements de frais de cours, publications, trop payés et des recouvrements entre ministères pour les salaires et autres services.



fonction publique et aux articles 35 à 40 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les bénéficiaires de priorité statutaire ou réglementaire. Il est aussi conforme à diverses politiques de la CFP en vue de fournir des renseignements sur les bénéficiaires de priorité. **Usages compatibles** : Ce fichier sert à déterminer les bénéficiaires de priorité statutaire ou réglementaire en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports spéciaux sont régulièrement remis au Conseil du Trésor, aux ministères, aux syndicats et à la gestion de la CFP aux fins de contrôle et à des fins statistiques. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant cinq ans à compter de l'échéance de la priorité et sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment. **No. ADD** : 2001/025 **Renvoi au dossier #** : CFP DGD 034 **Enregistrement (SCT)** : 001452 **Numéro de fichier** : CFP PCE 798 **Programme de perfectionnement en recherche sur les politiques (PPRP)** **Description** : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des notes d'entrevue, des notes de centre d'évaluation, des notes ou des présentations, des notes au dossier et des messages transmis par télécopieur pour tous les candidats et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/entrées d'affectations ministérielles, aux notes de re-classification, aux évaluations de rendement et aux descriptions de travail, ainsi que d'autres documents écrits destinés aux participantes et participants du Programme. **But** : Ce fichier a été créé en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent participer au Programme, et afin de tenir des dossiers rétrospectifs sur toutes personnes qui ont participé au Programme. **Usages compatibles** : Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PRRP, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'emploi ou l'emploi, afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins statistiques et d'études).

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme. Les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits. **No. ADD** : 2001/025 **Renvoi aux dossiers #** : CFP SPB 030 et 031 **Enregistrement (SCT)** : 005301 **Numéro de fichier** : CFP PCE 777 **Programme d'initiatives des mesures spéciales (PIMS) (a pris fin en 1998)** **Description** : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des personnes ayant suivi le Programme d'initiatives des mesures spéciales. Il s'agit d'initiatives telles que le Programme d'accès, le Programme d'emploi pour les minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des emplois non traditionnels pour les femmes. Par exemple, ce fichier peut contenir l'identification du stagiaire, l'information relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, les rapports sur les opérations de dotation, ainsi que les détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants. **Catégorie de personnes** : Les personnes ayant suivi le Programme d'initiatives des mesures spéciales, dont le Programme d'accès pour les personnes handicapées, le Programme d'emploi pour les minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des emplois non traditionnels pour les femmes. **But** : Ce fichier a été créé en vertu de l'autorisation no 789462 du Conseil du Trésor pour consigner des renseignements sur les personnes qui ont suivi le Programme d'initiatives des mesures spéciales. **Usages compatibles** : Le fichier sert à surveiller les progrès accomplis par les participantes et



après que l'employé ou l'employée a quitté son poste d'évaluatrice ou d'évaluateur. Les dossiers des personnes qui n'ont pas exercé la fonction d'évaluateur ou d'évaluatrice sont également conservés pendant 10 ans. Les dossiers sont ensuite détruits.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DGD 030

**Enregistrement (SCT) :** 001458

**Numéro de fichier :** CFP PCE 796

**Médiation, enquête et encadrement dans la**

**prévention et le règlement du harcèlement en**

**milieu de travail**

**Description :** Ce fichier peut contenir des

renseignements personnels généraux, des extraits

du dossier de l'employé ou de l'employée, des

notes d'entrevues, des allégations ou des plaintes,

des notes de service, des lettres, des évaluations

de rendement, des protocoles d'entente et des

rapports d'enquête. Une fois la prestation de

service complétée, la CFP fait parvenir une copie

du dossier de service au ministère demandeur et

en porte une autre à ses dossiers.

**Catégorie de personnes :** Fonctionnaires que

touchent les services d'enquête, de médiation ou

d'encadrement de la Direction générale des

recours, conformément à la Politique du Conseil

du Trésor sur la prévention et le règlement du

harcèlement en milieu de travail.

**But :** Ce fichier a été créé conformément au

décret C.P. 2001-955 en vue de servir de

ressource pour recueillir des renseignements

pendant l'enquête, la médiation ou l'encadrement,

sur demande du ministère.

**Usages compatibles :** Les renseignements sont

recueillis pour permettre l'examen de la plainte ou

du différent en milieu de travail et la formulation de

conclusions et de recommandations s'il y a lieu. Ils

servent également à des fins statistiques.

**Normes de conservation et de destruction :** Les

dossiers demeurent actifs pendant le processus

d'enquête, de médiation et d'encadrement et sont

détruits cinq ans après avoir été déclarés inactifs.

Les données informatisées sont conservées

pendant cinq ans et sont ensuite détruites.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DAE 010

**Enregistrement (SCT) :** 005181

**Numéro de fichier :** CFP PCE 768

**Personnes nommées en vertu d'un décret**

**d'exemption**

**Description :** Ce fichier peut contenir les

recommandations de la CFP et du ministre du

Cabinet au gouverneur en conseil, des

renseignements personnels généraux, le décret d'exemption et le règlement.

**Catégorie de personnes :** Personnes nommées à

la fonction publique exemptées de certaines

dispositions de l'article 41 de la Loi sur l'emploi

dans la fonction publique en vue de consigner et

de rapporter au Parlement le nom des

fonctionnaires de certains groupes professionnels

ou celui des personnes nommées à la fonction

publique qui sont soustraites aux dispositions de la

Loi sur l'emploi dans la fonction publique en vertu

de l'article 41.

**But :** Ce fichier a été créé conformément aux

articles 29, 30 et 39 de la Loi sur l'emploi dans la

fonction publique et aux articles 32 à 40 du

Règlement sur l'emploi dans la fonction publique

en vue de fournir des renseignements sur les

bénéficiaires de priorité statutaire ou

réglementaire. Il est aussi conforme à diverses

politiques de la CFP en vue de fournir des

renseignements sur les bénéficiaires de priorité.

**Usages compatibles :** Ce fichier sert à consigner

et à faire connaître chaque année au Parlement le

nom des fonctionnaires de certains groupes

professionnels ou celui des personnes nommées

en vertu d'un décret d'exemption.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant cinq ans à

compter de la date d'échéance de l'exemption et

sont ensuite envoyés à Bibliothèque et Archives

Canada.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DGM 022

**Enregistrement (SCT) :** 001447

**Numéro de fichier :** CFP PCE 780

**Priorités statutaires et réglementaires**

**Description :** Ce fichier peut contenir des

renseignements personnels généraux, des

renseignements sur les priorités réglementaires ou

statutaires et les résultats des présentations aux

ministères. Ces renseignements portent

notamment sur les sujets suivants : congé,

dotation du personnel des cabinets de ministre,

mise en disponibilité, personnel excédentaire,

réintégration, réinstallation du conjoint, situation du

fonctionnaire devenu handicapé, et situation de

certaines membres des Forces canadiennes et de

la GRC. Certains renseignements sont

informatisés.

**Catégorie de personnes :** Fonctionnaires et

autres bénéficiaires de priorité statutaire ou

réglementaire.

**But :** Ce fichier a été créé conformément aux

articles 29, 30 et 39 de la Loi sur l'emploi dans la



**Consultation et perfectionnement professionnel, Gestion de la diversité : niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)**

**Description :** Ce fichier peut contenir des renseignements personnels généraux, des curriculum vitae, des renseignements professionnels et des plans de carrière généraux, ainsi que des renseignements sur les évaluations et les vérifications des références.

**Catégorie de personnes :** Membres des groupes désignés aux fins de l'équité en matière d'emploi dont le niveau équivalait aux niveaux EX, EX moins un et moins deux. Il s'agit des femmes, des membres des minorités visibles, des Autochtones et des personnes handicapées qui ont eu recours aux services de consultation et de perfectionnement professionnels.

**But :** Ce fichier vise à tenir un dossier sur les antécédents des membres des groupes désignés qui veulent avoir recours à des services de consultation professionnelle afin de réaliser leurs projets de carrière.

**Usages compatibles :** Ce fichier sert à tenir des dossiers sur les réunions avec les clients et clientes, à déterminer les clients et clientes des groupes désignés qui sont admissibles à des concours pour des postes de cadre de direction et à les en informer et à présenter des clients ou des clientes en vue d'une affectation de perfectionnement dans un autre ministère.

**Normes de conservation et de destruction :** les dossiers sont conservés pendant deux ans à compter de la date à laquelle ils sont déclarés inactifs et sont ensuite détruits.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DGD 065

**Enregistrement (SCT) :** 001466

**Numéro de fichier :** CFP PCE 721

**Décret d'exemption sur les langues officielles**

**Description :** Ce fichier peut contenir des renseignements personnels généraux, des certificats médicaux, des documents pertinents, les demandes des ministères et la décision de la CFP dans certains cas.

**Catégorie de personnes :** Fonctionnaires ayant fait une demande formelle d'exemption ou de prolongation.

**But :** Ce fichier est conforme à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés et employées qui demandent à la

CFP soit d'être exemptés de l'obligation de satisfaire aux exigences linguistiques de leur poste, soit de recevoir une prolongation de leur temps d'exemption ou de passer outre à un pronostic négatif aux fins de nomination.

**Usages compatibles :** Ce fichier permet à la CFP d'accorder ou de refuser une exemption, une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exemption sur les langues officielles.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 20 ans et sont ensuite détruits, sauf pour certains dossiers qui sont conservés indéfiniment dans les Archives nationales.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DGD 050

**Enregistrement (SCT) :** 001460

**Numéro de fichier :** CFP PCE 774

**Évaluateurs et évaluatrices de l'Évaluation de langue seconde (ELS)**

**Description :** Ce fichier peut contenir des renseignements relatifs à l'accréditation, la certification et au contrôle des administrateurs et administratrices et des correctrices et correcteurs de tests d'ELS, ainsi que des évaluateurs et évaluatrices d'interaction orale de l'ELS. Il s'agit notamment de : formulaires d'inscription au Programme de certification, formulaires d'accord d'utilisation des tests, lettres de certification, commentaires et recommandations des moniteurs et monitrices et agents et agentes de contrôle et autres renseignements administratifs recueillis lors de l'accréditation et la certification.

**Catégorie de personnes :** Fonctionnaires ayant suivi le Programme de certification de l'interaction orale ou ceux et celles qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS.

**But :** Ce fichier a été créé conformément aux articles 5(a), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'accréditation et la certification des évaluateurs et évaluateurs de l'ELS.

**Usages compatibles :** Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises des évaluateurs et évaluateurs et à la formation et la certification et l'accréditation des évaluateurs et évaluateurs de l'ELS. Il fournit également des renseignements permettant d'assurer la qualité des évaluations et de prendre des mesures correctives, au besoin.

**Normes de conservation et de destruction :** Tous les dossiers sont conservés pendant 10 ans

candidates de la CFP. L'information tirée des fichiers des titulaires est également utilisée pour mettre à jour le Système d'information analytique basé sur les emplois. À des fins statistiques, cette information est jumelée avec le Fichier de données sur les groupes désignés aux fins de l'équité en matière d'emploi de l'AGRHFFPC (SCT PCE 706). L'information tirée du recensement et de l'Enquête sur la santé et les limitations d'activités est utilisée dans la mise à jour des données sur l'équité en matière d'emploi. On ne divulgue aucun renseignement personnel qui permettrait, avec certitude, d'identifier une personne.

**Normes de conservation et de destruction :** Les données informatisées du Système de gestion de l'information sur les nominations (SGIN) sont conservées dans des archives optiques indéfiniment. Système de cessation d'emploi : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmés, puis ils sont détruits. Cependant les données de fin d'année sont conservées dans des archives optiques indéfiniment. Système des rapports concernant le réaménagement de l'effectif (SRRE) : les données sont conservées indéfiniment dans des archives optiques. Fichier statistique trimestriel (classé dans le cadre analytique en 1995-1996) : les renseignements personnels sont conservés indéfiniment dans des archives optiques. Programmes d'emplois pour étudiants et étudiantes : les renseignements sont conservés indéfiniment pendant cinq ans, puis sont conservés dans des archives optiques. Système d'information analytique basé sur les emplois : les renseignements personnels sont conservés pendant une période de 20 ans à partir du moment où ils sont recueillis puis conservés indéfiniment dans des archives optiques.

**No. ADD :** 85/016, 94/001, 90/012, 92/016  
**Renvoi aux dossiers # :** CFP DGD 032 et CFP RAV 180  
**Enregistrement (SCT) :** 002299  
**Numéro de fichier :** CFP PCE 707

**Centre d'évaluation en vue de la nomination des cadres de direction (CENCD)**  
**Description :** Ce fichier peut contenir des notes de service et des lettres; des données biographiques et des résultats d'évaluation. **Catégorie de personnes :** Les fonctionnaires ayant fait l'objet d'une évaluation par le Centre d'évaluation en vue de la nomination des cadres de direction (CENCD).

**But :** Ce fichier est conforme aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction

publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à des postes de cadre supérieur ou à des programmes ministériels de perfectionnement. **Usages compatibles :** Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidates et candidats aux postes de cadre supérieur ou aux programmes ministériels de perfectionnement pour assurer que la sélection des participants et participantes soit fondée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux candidates et candidats qui en font la demande et pour amasser des données normatives, à des fins de recherche et de développement, sur les personnes qui ont eu recours aux services du Centre d'évaluation.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après l'évaluation et sont ensuite détruits. Les données informatisées sont conservées indéfiniment.

**No. ADD :** 2001/025  
**Renvoi aux dossiers # :** CFP DGD 065/CFP DGD 034  
**Enregistrement (SCT) :** 004463  
**Numéro de fichier :** CFP PCE 711

**Congés en vue de briguer les suffrages**  
**Description :** Ce fichier peut contenir la demande de congé, l'opinion de l'administrateur général ou de l'administratrice générale, la recommandation du directeur général ou de la directrice générale de la Direction de la délégation de la CFP, la décision de la CFP, les avis de publication dans la partie I de la Gazette du Canada, et, à l'occasion, des coupures de journaux.

**Catégorie de personnes :** Fonctionnaires qui ont demandé un congé en vue de se porter ou d'être choisi comme candidat ou candidate.

**But :** Ce fichier est conforme aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner des renseignements qui permettent à la CFP de décider si elle doit accorder un congé aux fonctionnaires qui désirent briguer les suffrages.

**Usages compatibles :** Ce fichier sert à fournir à la CFP les renseignements nécessaires à la prise de décision. Il contient aussi des renseignements utilisés dans les rapports au Parlement.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant sept ans suivant la demande et sont ensuite détruits.

**No. ADD :** 2001/025  
**Renvoi au dossier # :** CFP DGM 022  
**Enregistrement (SCT) :** 001448  
**Numéro de fichier :** CFP PCE 763



pendant cinq ans et sont ensuite détruites.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DAE 005

**Enregistrement (SCT) :** 001445

**Numéro de fichier :** CFP PCE 708

#### Autres Enquêtes

**Description :** Ce fichier peut contenir des

renseignements personnels généraux, des extraits

du dossier de l'employé ou de l'employée et du

dossier de concours, des notes d'entrevue, des

allégations ou des plaintes, des notes de service

et des lettres, des tests, des évaluations de

rendement, coupures de presse, des protocoles

d'entente et des rapports d'enquête. Il peut aussi

contenir des renseignements concernant les

recommandations faites à la CFP sur les faits

recueillis pendant une enquête.

**Catégorie de personnes :** Toute personne

directement concernée par une enquête.

**But :** Ce fichier a été créé par suite d'une enquête

menée en vertu du paragraphe 6(2) et des articles

(3) et 42 de la Loi sur l'emploi dans la fonction

publique.

**Usages compatibles :** Les renseignements sont

recueillis afin d'enquêter sur des allégations

relatives à des irrégularités en matière de dotation

et de formuler des recommandations. Ils servent

également à des fins statistiques.

**Normes de conservation et de destruction :** Les

dossiers demeurent actifs pendant le processus

d'enquête et de recommandation et sont détruits

cinq ans après avoir été déclarés inactifs. Les

données informatisées sont conservées pendant

cinq ans et sont ensuite détruites.

**No. ADD :** 2001/025

**Renvoi au dossier # :** CFP DAE 005

**Enregistrement (SCT) :** 005180

**Numéro de fichier :** CFP PCE 776

#### Cadre analytique (antérieurement Systèmes

**informatisés de relevés statistiques)**

**Description :** Ce fichier regroupe des systèmes

informatiques tenus par la CFP et qui renferment

divers renseignements personnels généraux :

numéro d'assurance sociale (dossiers antérieurs

seulement), code d'identification de dossier

personnel (CIDP), code d'identification du client ou

de la cliente (CIC), numéro d'identification à la

CFP, antécédents professionnels, situation

d'emploi, compétence linguistique, motifs de

cessation d'emploi, niveau de scolarité, principal

domaine d'études, opinions personnelles sur

l'application des valeurs en dotation et information

spécifique sur le processus de concours. Ce fichier

comprend aussi les données provenant du système des titulaires, de la mobilité et de l'équité en matière d'emploi de l'Agence de gestion des ressources humaines de la fonction publique du Canada (AGRHFPC), de l'information extraite du programme de Sondage spécial de la CFP. Il renferme également des actes de nomination ou des relevés statistiques reçus des autres ministères (avant avril 1999), et (après avril 1999) les évaluations des activités de dotation des ministères conçues par la CFP. On obtient ces évaluations à partir des fichiers des titulaires et de la mobilité de l'AGRHFPC. Le cadre analytique renferme également certaines données sur le recensement et sur l'Enquête sur la santé et les limitations d'activités.

**Catégorie de personnes :** Titulaires d'un poste à la fonction publique ou personnes ayant quitté

cette dernière.

**But :** La CFP a créé ce cadre analytique afin de

consigner des renseignements sur les nominations

à la fonction publique (avant avril 1999), les

départs, la répartition des fonctionnaires (selon les

ministères et les emplacements); et de produire de

l'information sur l'état de santé du système de

dotation au sein de la fonction publique. Entre

1999 et 2003, les activités de dotation étaient

évaluées à partir du système des titulaires et de la

mobilité. Depuis 2003, les évaluations liées aux

activités de dotation sont tirées du Système

d'information analytique basé sur les emplois. Le

cadre analytique est mis à jour régulièrement.

**Usages compatibles :** Les renseignements

servent à l'élaboration de rapports statistiques, à la

planification, à l'analyse des ressources humaines,

à la surveillance des activités de dotation, à la

production du rapport annuel de la CFP, à la

recherche à la CFP ainsi qu'aux fins d'autres

rapports à l'AGRHFPC sur l'utilisation des

ressources humaines et l'état des programmes.

Cette information est utilisée aux fins de la

planification et de la conduite d'enquêtes, de

vérifications et d'études sur les pratiques en

dotation. Une décision administrative individuelle

ne saurait, en aucun cas, se fonder uniquement

sur ces renseignements. Ces renseignements sont

également utilisés afin de suivre la mobilité du

personnel et de déterminer le nombre d'étudiants

et d'étudiantes qui poursuivent une carrière à la

fonction publique fédérale et à d'autres fins

statistiques. Les renseignements des systèmes

titulaires et de la mobilité de l'AGRHFPC sont

utilisés pour fournir certains renseignements

supplémentaires aux répertoires des candidats et

# Commission de la fonction publique du Canada (CFP)

Chapitre 76

## Fichiers de renseignements personnels centraux

### Accréditation des agents et agents de

#### dotation

**Description :** Ce fichier peut renfermer des

dossiers personnels contenant des

recommandations des ministères aux fins du

processus d'accréditation, des lettres de

recommandation, des renseignements sur les

études et l'expérience antérieure en gestion du

personnel, des résultats à l'examen de

connaissances en dotation, un aperçu des

activités et affectations en dotation liées à la

formation en cours d'emploi de même qu'une

évaluation de ces activités et affectations. Une

partie de ces renseignements se retrouve

également dans un répertoire informatisé.

**Catégorie de personnes :** Agents et agents de

dotation de la fonction publique.

**But :** Ce fichier a été conçu afin de consigner et

de fournir des renseignements sur l'accréditation

des agents et agents de dotation en ce qui

concerne l'exercice des pouvoirs de dotation

délégués conformément au paragraphe 6(1) de la

Loi sur l'emploi dans la fonction publique.

**Usages compatibles :** Ce fichier sert à fournir

des renseignements à l'appui de l'accréditation

des agents et agents de dotation par le comité

d'accréditation. Il sert également à produire divers

rapports et analyses statistiques et sert à des fins

administratives générales telles que, par exemple,

la planification des programmes de formation et de

perfectionnement en dotation et la préparation de

rapports sur ces programmes.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant deux ans après

la date d'accréditation. Les renseignements

informatisés sont conservés indéfiniment pour

savoir qui est accrédité.

Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

Griets  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance

**No. ADD :** 2001/025  
**Renvoi au dossier # :** CFP DGD 050  
**Enregistrement (SCT) :** 001464  
**Numéro de fichier :** CFP PCE 800  
**Auditions d'appels**  
**Description :** Ce fichier peut contenir les documents d'appel comportant des renseignements personnels généraux, une liste d'admissibilité, des preuves produites à l'audience (y compris des formulaires d'évaluation de rendement du personnel s'ils ont été utilisés lors du processus de sélection), une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à l'information sont priées de fournir le numéro de dossier de la Direction générale des recours indiqué sur la décision du comité d'appel envoyée à l'appelant ou l'appelante.  
**Catégorie de personnes :** Fonctionnaires qui ont interjeté un appel ou qui sont en cause dans un appel.  
**But :** Ce fichier existe conformément à l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 19 à 28 du Règlement sur l'emploi dans la fonction publique pour consigner et fournir des renseignements sur les appels.  
**Usages compatibles :** Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président ou la présidente du comité d'appel puisse rendre une décision.  
**Normes de conservation et de destruction :** Les décisions sont conservées sur CD-ROM pendant 20 ans, les dossiers et les enregistrements sont conservés pendant deux ans et sont ensuite détruits. Pour ce qui est des dossiers transmis à la Cour fédérale du Canada en vertu de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées



Fichiers de renseignements  
personnels particuliers

**Système d'inventaire de l'information de la Commission (CIS)/Banque d'employés**  
**Description :** Ce fichier est un composant d'un système d'accès en ligne de gestion de fonds de renseignements. Ce fichier contient le nom, numéro d'identification personnelle et niveau de sécurité pour chaque employé.

**Catégorie de personnes :** Employés de la CCN.  
**But :** Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la corporation a un niveau de sécurité adéquat.

**Usages compatibles :** Ce système sert à protéger toute information désignée ou classifiée.  
**Normes de conservation et de destruction :** Les renseignements concernant l'employé sont supprimés du réseau immédiatement après son départ de la CCN.

**No. ADD :** 01/009  
**Renvoi au dossier # :** CCN SGGI-A400  
**Enregistrement (SCT) :** 003664  
**Numéro de fichier :** CCN PPE 802

**Système de gestion sur les ressources humaines (Peoplesoft)**  
**Description :** Il s'agit de bases de données en ligne qui contribuent à pratiquement toutes les principales fonctions de gestion du personnel. Ces bases de données comprennent des renseignements sur les employés tels que le numéro d'employé, leur Code d'identification de dossier personnel (CIDP), numéro d'assurance sociale, sexe, niveau de classification, nom, adresse, date de naissance et les dates d'évaluations de rendement. Il contient tous les renseignements sur la rémunération des employés de la CCN depuis 1971 ; des renseignements sur les postes depuis 1998 ; les concours et la formation depuis l'année 2000. De plus, Peoplesoft sert à la production des chèques de paie des employés, avec les gains et les déductions nécessaires. Peoplesoft contient aussi des renseignements sur les employés travaillant pendant l'exercice en cours, et il sert à tenir compte des heures travaillées et des congés. Enfin, Peoplesoft contient des renseignements sur les postes, notamment des évaluations et des descriptions du travail. Le système informatisé de

présentation des rapports d'équité en matière d'emploi (ECCRIS) puise son information dans Peoplesoft et sert à la production de rapports annuels concernant les règlements sur l'équité en matière d'emploi.  
**Catégorie de personnes :** Employés de la CCN.  
**But :** Ce système donne aux cadres de la Commission et aux gestionnaires du personnel suffisamment de renseignements sur le personnel pour qu'ils puissent prendre des décisions éclairées sur les employés. Ils servent également à répondre de façon contrôlée aux demandes de renseignements précises sur les employés.  
**Usages compatibles :** Les renseignements contenus dans ces bases de données sont utilisés pour la production de rapports à l'intention des gestionnaires, qui sont en mesure de prendre des décisions plus éclairées au sujet du personnel.  
**Normes de conservation et de destruction :** Les dossiers informatisés sont mis à jour au besoin. L'information maintenue dans la base de données est conservée selon le type d'information. La plupart du temps, l'information fait partie du dossier personnel et va demeurer là jusqu'à l'âge de 80 ou 2 ans après la mort de l'individu, et sera ensuite détruite. Les dossiers de rémunération des employés sont conservés pour toujours.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** CCN RH 004  
**Enregistrement (SCT) :** 003732  
**Numéro de fichier :** CCN PPE 800

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement

## Commission canadienne du tourisme

Chapitre 73

### Fichiers de renseignements personnels ordinaires

Vous trouverez la définition des fichiers ordinaires et la description de leur contenu dans l'INTRODUCTION (au début de cette publication).  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identité et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Commission d'appel des pensions

Chapitre 74

### Fichiers de renseignements personnels particuliers

**Nota :** Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à :  
Relations de travail, Services des ressources humaines - PSR, Développement Social Canada, 9e étage, Immeuble Capital Square, Ottawa, Ontario K1P 5V9.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identité et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Politique de reconnaissance  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement



dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada.

**No. ADD : 69/046**

**Renvoi aux dossiers # : CCL PRN 919, CCL PRN 921, CCL PRN 918, CCL PRN 925, CCL PRN 927**

**Enregistrement (SCT) : 004048**

**Numéro de fichier : CCL PPE 801**

## Dotation

**Description :** Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les demandes d'emplois des candidats ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel ; les documents relatifs aux examens et à leurs résultats ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.)

**Catégorie de personnes :** Employés de la Commission.

**But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Commission. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi.

**Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les plaintes relatives aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de deux ans suivant la nomination et ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Griefs

Harcèlement

Stationnement

**No. ADD : 69/046**

**Renvoi au dossier # : CCL PRN 920**

**Enregistrement (SCT) : 004048**

**Numéro de fichier : CCL PPE 815**

## Voyages et dépenses des employés

**Description :** Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements des employés. Il compte aussi les réclamations, reçus, demandes de chèque, avances et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

**Catégorie de personnes :** Employés de la Commission qui effectuent des voyages et

présentent des réclamations de frais de déplacement, d'inscription à des cours, des cotisations à des associations et d'autres paiements.

**But :** Ce fichier a pour but d'émagasiner des renseignements concernant les voyages des fonctionnaires ; il sert également au paiement des réclamations et des factures aux employés de la Commission qui soumettent des dépenses de voyage, des frais de formation, des cotisations et d'autres paiements. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages sont uniformes.

**Usages compatibles :** Approuver les questions de voyage, les avances et les demandes de remboursement ; sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

**Normes de conservation et de destruction :** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou autres.

**No. ADD : 69/046**

**Renvoi au dossier # : CCL PRN 903**

**Enregistrement (SCT) : 004321**

**Numéro de fichier : CCL PPE 810**

# Commission canadienne d'examen des exportations de biens culturels

Chapitre 70

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

# Commission canadienne du blé

Chapitre 71

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Harcelement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Chapitre 72

## Fichiers de renseignements personnels particuliers

**Dossier personnel des employés**

**Description :** Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, évaluations du rendement au travail, assiduité au travail, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers, et autres documents. Le fichier contient le dossier de tous les

employés. Ceux-ci peuvent accéder à leurs dossiers en communiquant avec le Bureau des ressources humaines. Le dossier est employé pour fournir de l'information sur la planification de la main d'oeuvre et la gestion générale du personnel.

**Catégorie de personnes :** Employés actuels et anciens de la Commission.

**But :** Fournir des renseignements sur l'emploi des membres actuels et des anciens membres du personnel au sein de la Commission.

**Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe.

**Normes de conservation et de destruction :** Les



employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'armes à feu nécessaires pour occuper le poste ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

**Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (rétention des cotisations) ; et à Développement des ressources humaines Canada (aux fins des pensions).

**Normes de conservation et de destruction :** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers

relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste nationale du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

**No. ADD :** 98/005

**Renvoi au dossier # :** CCG NDP 918

**Enregistrement (SCT) :** 005121

**Numéro de fichier :** COMGRA PPE 805

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rémunération et avantages

Fichiers de renseignements  
personnels particuliers

Base de données sur la formation

**Description :** Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le Code d'identification de dossier personnel ; le statut de membre d'un groupe visé par l'équité en matière d'emploi ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés de

l'institution.

**But :** Ce fichier a pour but de fournir de la

documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux.

**Usages compatibles :** Approuver et inscrire la

participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en œuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les

dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

No. ADD : 98/005

Renvoi au dossier # : CCG NDP 927

Enregistrement (SCT) : 005122

Numéro de fichier : COMGRA PPE 810

Dossier personnel d'un employé – dossiers

auxiliaires

**Description :** Ce fichier contient le dossier

sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le Numéro d'assurance sociale ; le Code d'identification de dossier personnel ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'un



Code régissant les conflits d'intérêts et l'après-mandat de valeurs et d'éthique de la fonction publique	Langues officielles
Dossier personnel d'un employé	Mesures disciplinaires
Évaluation du rendement	Programme d'équité en matière d'emploi
Dotation	Présences et congés
Formation et perfectionnement	Rémunération et avantages
Griefs	Sécurité et santé au travail
Harcèlement	Stationnement

## Commission canadienne des affaires polaires

Chapitre 67

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Formation et perfectionnement
Cartes d'identification et laissez-passer	Évaluation du rendement
	Dotation
	Dossier personnel d'un employé

## Commission canadienne des droits de la personne

Chapitre 68

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Formation et perfectionnement
Cartes d'identification et laissez-passer	Griefs
Code de valeurs et d'éthique de la fonction publique	Harcèlement
Dossier personnel d'un employé	Langues officielles
Dotation	Mesures disciplinaires
Évaluation du rendement	Politique de reconnaissance
	Présences et congés
	Programme d'équité en matière d'emploi
	Rémunération et avantages
	Sécurité et santé au travail
	Stationnement

## Fichiers de renseignements personnels particuliers

**Inspecteurs de la CCSN : Dossier**

**d'accreditation**

**Description :** En vertu du Règlement, les

employés de la CCSN peuvent agir à titre

d'inspecteurs. Les données personnelles des

employés désignés comme inspecteurs demeurent

dans le fichier personnel de ces employés, mais la

correspondance qui a trait uniquement à leur

nomination est conservée dans un fichier distinct.

**Catégorie de personnes :** Employés de la CCSN.

**But :** L'utilité première de ce fichier est de fournir

un état à jour des nominations. Elle ne renferme

que les noms et les secteurs pouvant faire l'objet

de vérifications.

**Normes de conservation et de destruction :**

Ces dossiers sont conservés pour cinq ans, après

quoi ils sont détruits.

**No. ADD :** 91/024

**Renvoi au dossier # :** CCS DFC 180 et CCS

DRR 045

**Enregistrement (SCT) :** 004118

**Numéro de fichier :** CCS PPE 803

**Évaluations de leadership à la CCSN**

**Description :** Ce fichier de renseignements

contient de l'information concernant l'évaluation

des compétences en leadership de gestion et les

évaluations du programme de repérage du

potentiel de gestion à la CCSN. Il contient les

rapports d'évaluation des candidats, l'attribution

des points et les descriptions narratives relatives

aux différences auto-analyses, aux éléments

d'analyse du centre d'évaluation, à l'information

biographique et celle reliée au poste respectif des

candidats, et tout autre information pertinente. Les

candidats sont identifiés de façon numérique

seulement.

**Catégorie de personnes :** Membre du personnel

de gestion de la CCSN.

**But :** Ce fichier sert de consigner des données des

compétences en leadership et gestion. L'information

sera utilisée pour le perfectionnement, formation,

planification de la relève, affectation et décisions de

dotations.

**Usages compatibles :** Aucun usage compatible

déterminé.

**Normes de conservation et de destruction :**

Ces dossiers sont conservés pendant sept ans,

après quoi ils sont détruits.

**No. ADD :** 91/024

**Renvoi au dossier # :** CCS NDP 921

**Enregistrement (SCT) :** 004119

**Numéro de fichier :** CCS PPE 804

**Dossiers médicaux**

**Description :** Ce fichier contient les

renseignements suivants : des rapports médicaux,

des analyses et rapports de laboratoire. Les

personnes demandant l'accès à ces

renseignements doivent fournir leur nom au

complet, leur date de naissance et l'endroit du

dossier demandé.

**Catégorie de personnes :** Les fonctionnaires

fédéraux et les anciens fonctionnaires fédéraux.

**But :** Ce fichier a pour but de maintenir les

dossiers de santé au travail des fonctionnaires

fédéraux y compris les dossiers de surveillance et

le maintien des facteurs d'hygiène du travail et du

milieu, de pré-embauche, d'évaluations

périodiques médicales, premiers soins donnés.

**Usages compatibles :** Établir que l'employé est

apte à accomplir les tâches exigées.

**Normes de conservation et de destruction :** Les

dossiers sont conservés jusqu'à ce que les

personnes aient atteint l'âge de 75 ans, si elles ne

sont plus au service de la CCSN. Si l'employé est

âgé de 70 ans, le dossier sera conservé pour cinq

ans après le dernier examen médical, après quoi

ils sont détruits. À la fin de la période de

conservation, les dossiers seront détruits par la

CCSN.

**No. ADD :** 91/024

**Renvoi au dossier # :** CCS NDP 922

**Enregistrement (SCT) :** 004120

**Numéro de fichier :** CCS PPE 805

**Fichiers de renseignements**

**personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

Cartes d'identification et laissez-passer



chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du numéro d'assurance sociale est nécessaire pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

**Usages compatibles :** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de règlement des questions de paiement excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont détruits deux ans après que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée.

**No. ADD :** 98/005

**Renvoi au dossier # :** CLO 0468-1

**Enregistrement (SCT) :** 002850

**Numéro de fichier :** CLO PPE 804

**Saisie-arrêt**

**Description :** Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat.

**Catégorie de personnes :** Employés du Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises.

**But :** Ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds.

**Usages compatibles :** Ce fichier sert également à approuver les retenues de salaire.

**Normes de conservation et de destruction :** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le

suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au CLO pendant deux ans, puis détruit.

**No. ADD :** 98/005

**Renvoi au dossier # :** CLO 0486-3

**Enregistrement (SCT) :** 002849

**Numéro de fichier :** CLO PPE 803

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

## Fichiers de renseignements personnels particuliers

### Fonctionnaire excédentaire

**Description :** Ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les antécédents professionnels, le c.v., copie de tous les formulaires et de la

correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail. **Catégorie de personnes :** Fonctionnaires déclarés excédentaires.

**But :** Ce dossier fournit aux agents des ressources humaines la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique.

**Usages compatibles :** Avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après le départ du fonctionnaire.

**Numéro de fichier :** CLO PPE 801

**Enregistrement (SCT) :** 002847

**Renvoi au dossier # :** CLO 0420-1

**No. ADD :** 98/005

**Fonds de pension**

**Description :** Ce fichier contient le certificat de naissance de l'employé, du conjoint et de ses enfants ; de l'information sur le statut marital ; date à laquelle l'employé est devenu cotisant au fonds de pension ; transfert réciproque ; service accompagné d'options ; calcul de pension ; historique salarial ; et désignation de bénéficiaire.

**Catégorie de personnes :** Employés actuels et anciens qui ont contribué au fonds de pension. **But :** Pour avoir accès, dans un seul endroit, à tous détails de pension.

**Usages compatibles :** Ce fichier a pour but de déterminer l'admissibilité au paiement de cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur ; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire.

**Normes de conservation et de destruction :** Détruit deux ans après que toutes les activités aient été complétées.

**No. ADD :** 98/005

**Renvoi au dossier # :** CLO 0486-1

**Enregistrement (SCT) :** 002848

**Numéro de fichier :** CLO PPE 802

### Formation et perfectionnement

**Description :** Ce fichier comprend des demandes de formation ; le code d'identification de dossier personnel ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en

perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. **Catégorie de personnes :** Employés de l'institution. **But :** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.

**Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.

**Normes de conservation et de destruction :** Les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé.

**No. ADD :** 98/005

**Renvoi au dossier # :** CLO 0488-1

**Enregistrement (SCT) :** 001265

**Numéro de fichier :** CLO PPE 805

### Rémunération et avantages

**Description :** Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour



recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis.

**No. ADD :** AN 75/023  
**Enregistrement (SCT) :** 000370  
**Numéro de fichier :** AEC PPE 805

**Remboursements non salariaux par le Receveur général pour les chèques du Canada**  
**Description :** Ce fichier contient l'adresse postale de chaque employé ou de l'information sur son compte bancaire.

**Catégorie de personnes :** Les employés du Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement.

**But :** Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire.  
**Usages compatibles :** Emettre des chèques à l'adresse postale ou à la banque d'un employé.

**Normes de conservation et de destruction :** Les dossiers sont détruits six ans après le dernier usage administratif.

**No. ADD :** AN 75/023  
**Enregistrement (SCT) :** 004047  
**Numéro de fichier :** AEC PPE 808

**Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international**  
**Description :** Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.

## Fichiers de renseignements personnels ordinaires

**No. ADD :** AN 75/023  
**Enregistrement (SCT) :** 000352  
**Numéro de fichier :** AEC PPE 802

**Catégorie de personnes :** Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger.

**But :** Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien.

**Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcèlement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement





fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger.

**But :** Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI.

**Normes de conservation et de destruction :** Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits.

**No. ADD :** AN 75/023-1  
**Enregistrement (SCT) :** 000350  
**Numéro de fichier :** AEC PCE 778

## Fichiers de renseignements personnels particuliers

**Évaluation du rendement**  
**Description :** Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

**Catégorie de personnes :** Employés du Ministère.

**But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

**Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi.

**Normes de conservation et de destruction :**  
Pour le groupe exécutif et les agents permuteurs, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits.

**No. ADD :** AN 75/023.  
**Enregistrement (SCT) :** 000364  
**Numéro de fichier :** AEC PPE 804

**Formation et perfectionnement**  
**Description :** Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes ; les résultats des examens et certificats ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé.

**Catégorie de personnes :** Le fichier se rapporte aux employés de l'institution.

**But :** Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement et à confirmer les réalisations des employés.

**Normes de conservation et de destruction :** Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits.

**No. ADD :** AN 75/023  
**Enregistrement (SCT) :** 002507  
**Numéro de fichier :** AEC PPE 806

## Gestion du personnel : employés recrutés sur place

**Description :** Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger.

**Catégorie de personnes :** Employés recrutés sur place par les missions canadiennes à l'étranger.

**But :** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes.

**Normes de conservation et de destruction :** Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé.

L'administration centrale conserve les dossiers

# Comité externe d'examen de la Gendarmerie royale du Canada

## Chapitre 63

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement  
Formation et perfectionnement  
Griets  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Stationnement

Dossier personnel d'un employé  
Dotation  
Evaluation du rendement  
Formation et perfectionnement  
Griets  
Harcèlement  
Langues officielles

Mesures disciplinaires  
Politique de reconnaissance  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Commerce international Canada

### Chapitre 64

Veillez prendre note : Les renseignements suivants ne se rapportent pas uniquement au ministère du Commerce international, mais représentent le Chapitre Info Source de 2003-2004 pour le ministère des Affaires étrangères et du Commerce international (MAECI). En raison de la séparation en deux entités distinctes en décembre 2003, le ministère du Commerce international n'a pas été en mesure de mettre à jour ses données pour les inclure dans la version 2005-2006 d'Info Source.

### Fichiers de renseignements personnels centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international  
*Description* : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation.  
*Catégorie de personnes* : Fonctionnaires



# Comité de surveillance des activités de renseignement de sécurité

Chapitre 61

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

## Fichiers de renseignements personnels

Chapitre 62

# Comité des griefs des Forces canadiennes

## Renvois relatifs aux griefs des membres des Forces canadiennes (Système de Gestion des Cas et Saisie du Temps)

**Description :** Ce fichier renferme les renseignements, les commentaires, les recommandations et des décisions relatives aux griefs qui ont été soumis par les membres des Forces canadiennes et acheminés au Comité des griefs des Forces canadiennes par le chef d'état-major de la Défense. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande.

**Catégorie de personnes :** Les membres des Forces canadiennes dont le grief a été acheminé au Comité des griefs des Forces canadiennes par le chef d'état-major des Forces.

**But :** Les renseignements sont utilisés par le Comité des griefs des Forces canadiennes dans le traitement des griefs soumis au Comité en vertu de la Loi sur la défense nationale.

**Usages compatibles :** Les renseignements

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

**Normes de conservation et de destruction :** Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis.

**No. ADD :** à être déterminé

**Renvoi au dossier # :** CFGC JUR 1120

**Enregistrement (SCT) :** 004448

**Numéro de fichier :** CGFC PPE 801

# Citoyenneté et Immigration Canada

Chapitre 60

## Fichiers de renseignements personnels particuliers

### Étude et affectation des carrières

**Description :** Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes et un curriculum vitae, si disponible.

**Catégorie de personnes :** Les données portent sur les employés de Citoyenneté et Immigration Canada.

**But :** Ces renseignements seront utilisés par les gestionnaires pour ce qui est des affectations ou des détachements.

**Usages compatibles :** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de

dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également

utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux

besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications

internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et

d'évaluation. Les renseignements peuvent être utilisés également aux fins d'un programme de remplacement, pour différents services liés au

réaménagement des effectifs comme le counselling professionnel, la planification financière personnelle, le placement à l'extérieur, les ateliers sur la réorientation professionnelle, les salons de l'emploi, etc., ainsi qu'à des fins

statistiques ou pour évaluer l'efficacité du programme. Si un employé y consent, ils peuvent être utilisés par les unités de négociation

également pour offrir des services liés au réaménagement des effectifs.

**Normes de conservation et de destruction :** Les

Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés

Stationnement

Rémunération et avantages  
Sécurité et santé au travail

Programme d'équité en matière d'emploi

dossiers sont conservés pendant cinq ans après la dernière mesure administrative et sont ensuite

détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** CIC PRN 912

**Enregistrement (SCT) :** 002006

**Numéro de fichier :** CIC PPE 802

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-

mandat de valeurs et d'éthique de la fonction

publique

Contrôle de sécurité du personnel (vérification de

la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Grîefs

Harcelement

Langues officielles

Mesures disciplinaires

Politique et reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement



Centre des armes à feu Canada

Chapitre 57

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'aéronef

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Cote de sécurité du personnel (vérification de la fiabilité /cote de sécurité)

Dossier personnel d'un employé

Dotation

Evaluations du rendement et évaluations de l'employé  
Formation et perfectionnement  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages sociaux  
Santé et sécurité au travail  
Stationnement

Centre international des droits de la personne et du développement démocratique

Chapitre 58

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2005-2006 de la publication d'Info Source.

Centre national des Arts

Chapitre 59

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion  
Cartes d'identification et laissez-passer  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Evaluation du rendement  
Formation et perfectionnement  
Griefs

versés dans le dossier contenant les données personnelles sur l'employé. Les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor contiennent des données similaires.

**Catégorie de personnes :** Employés du CRDI.  
**But :** Ce fichier a pour but de fournir l'information de base nécessaire à l'administration des politiques en matière de langues officielles.

**Usages compatibles :** L'administration du programme relatif aux langues officielles au CRDI.  
**Normes de conservation et de destruction :** Les documents sont conservés par le CRDI pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 80 ans.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CRD DGR 010  
**Enregistrement (SCT) :** 002846  
**Numéro de fichier :** RDI PPE 806

**Stationnement**  
**Description :** Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le Centre de recherches pour le développement international. Le registre de paiement des droits de stationnement est inclus dans le dossier contenant les données personnelles sur l'employé.

**Catégorie de personnes :** Employés du CRDI.  
**But :** Ce fichier a pour but de tenir à jour l'information concernant l'administration des privilèges accordés en matière de stationnement.  
**Usages compatibles :** Emettre les permis de stationnement.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CRD DGR 020  
**Enregistrement (SCT) :** 002844  
**Numéro de fichier :** RDI PPE 804

**Dossiers du personnel**  
**Description :** Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduités, classification, rémunération, pensions de retraite,

assurances, avantages sociaux, transferts et affectations, attestation d'exemption d'examens des connaissances linguistiques, contrats de travail, appréciations du rendement, appels, griefs, conflits d'intérêts, mesures disciplinaires, certificats et diplômes, cartes d'identité et laissez-passer donnant accès à l'édifice, formation et demande d'emploi. Le numéro d'assurance sociale (NAS) de l'employé s'y trouve également afin de préparer un feuillet T4 (État de la rémunération payée).  
**Catégorie de personnes :** Employés du CRDI.  
**But :** Ces données sont consignées de façon à avoir un registre cumulatif de l'emploi de l'individu au CRDI afin de faciliter la gestion du personnel.  
**Usages compatibles :** Conserver un dossier personnel à jour sur le cheminement de chaque employé du CRDI et tenir à jour les données relatives à l'emploi, à la classification, à la rémunération, aux appréciations, aux promotions, aux congés, aux pensions de retraite, aux avantages sociaux et autres.

**Normes de conservation et de destruction :** Les dossiers sont conservés par le CRDI pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 80 ans. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, aux appels, aux griefs, aux conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le CRDI pendant une période de cinq ans après la cessation d'emploi, après quoi, ils sont détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** CRD DGR 010  
**Enregistrement (SCT) :** 001152  
**Numéro de fichier :** RDI PPE 801

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) la définition des fichiers ordinaires et la description de leur contenu. Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)



# Centre d'analyse des opérations et déclarations financières du Canada

Chapitre 55

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Évaluation du rendement  
Formation et perfectionnement  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

# Centre de recherches pour le développement international

Chapitre 56

## Fichiers de renseignements personnels particuliers

Langues officielles

**Description :** Ce fichier contient les données en matière de langues officielles qui ont trait aux exigences linguistiques liées aux postes et aux

compétences linguistiques des titulaires, notamment les données suivantes : première langue officielle, satisfait ou ne satisfait pas aux exigences linguistiques, en formation ou non, résultats aux examens et date des examens. Les résultats obtenus aux examens de connaissances linguistiques et l'attestation d'exemption sont

Fichiers de renseignements  
personnels particuliers

**Conflicts d'intérêt**  
**Description :** Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

**Catégorie de personnes :** Employés du Bureau.  
**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

**No. ADD :** 85/001  
**Renvoi au dossier # :** BVG NDP 921  
**Enregistrement (SCT) :** 001605  
**Numéro de fichier :** BVG POE 801

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Grîefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

**But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

**Usages compatibles :** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est



Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Stationnement  
Voyages et réinstallations

## Bureau du Directeur général des élections

Chapitre 51

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique régissant les conflits d'intérêts et l'après-mandat  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harcèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Bureau du surintendant des institutions financières Canada

Chapitre 52

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

**Nota :** Les renseignements sur les employés du Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes sont conservés par le ministère de la Défense nationale.

## Bureau du Conseil privé

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2003-2004.

### Fichiers de renseignements personnels

#### personnels particuliers

**Enquêtes relatives à l'habilitation au secret**

**Description :** Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secrétariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes nommées par décret ou susceptibles à l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires, des fiches de séances d'information sur la sécurité, un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité.

**Catégorie de personnes :**

**But :** Ce fichier permet de conserver des renseignements permettant de déterminer la cote

### Fichiers de renseignements personnels ordinaires

**No. ADD :** 98/001

**Renvoi au dossier # :** PCO ADM 918

**Enregistrement (SCT) :** 002546

**Numéro de fichier :** BCP PPE 801

**Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.**

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Politique de reconnaissance



Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs

Harcèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Bureau de l'enquêteur correctionnel

Chapitre 46

**Nota :** Les renseignements sur les employés du Bureau de l'enquêteur correctionnel sont détenus par le ministère de la Sécurité publique et de la Protection civile Canada (SPPC).

## Bureau de l'inspecteur général du Service canadien du renseignement de sécurité

Chapitre 47

**Nota :** Les renseignements personnels sur les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère de la Sécurité publique et de la Protection Civile du Canada.

## Bureau de l'intégrité de la fonction publique

Chapitre 48

Les renseignements sur les employés du Bureau de l'intégrité de la fonction publique sont conservés par le Secrétariat du Conseil du Trésor du Canada.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Bureau de la sécurité des transports du Canada

Chapitre 45

Fichiers de renseignements personnels particuliers

**Profil des employés**

**Description :** Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification ; il contient également des données personnelles comme le niveau de scolarité, ses accréditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une réclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST.

**Catégorie de personnes :** Les personnes employées pour une période indéterminée et les nouveaux employés.

**But :** Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés.

**Usages compatibles :** Le Bureau recueille des

données aux fins de planification de la relève, révision de la compétence, connaissances linguistiques, répertoire des employés, rapports de gestion des ressources humaines et, étant donné que nous avons plusieurs bureaux régionaux, nous voulons tout bonnement pouvoir associer la physionomie d'une(e) employé(e) à son nom. De plus, le profil de l'employé(e) sert de temps à autre à identifier des candidats pour des affectations temporaires au sein du Bureau.

**Normes de conservation et de destruction :** Les renseignements au sujet des employés actuels sont conservés par le BST pendant tout le temps où l'employé est à son emploi et ils sont par la suite détruits lorsque les banques de données sont mises à jour à chaque semestre.

**No. ADD :** 98/005

**Renvoi au dossier # :** BST DSP 650

**Enregistrement (SCT) :** 002982

**Numéro de fichier :** BST PPE 805

**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer



**Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :**

Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés à Bibliothèque et archives Canada à des fins archivistiques.

**No. ADD** : 85/012

**Renvoi au dossier #** : BAC PS 170

**Enregistrement (SCT)** : 000567

**Numéro de fichier** : BAC PPE 715

**Forces armées de Terre-Neuve - Seconde Guerre mondiale**

**Description** : Ce fichier contient des renseignements personnels et militaires qui

pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquelles ils ont servi, etc. Les personnes qui

désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule.

**Nota** : On peut obtenir les dossiers du personnel ainsi que tout autre renseignement au sujet des

forces armées de Terre-Neuve en communiquant avec le ministère des Anciens combattants à

Saint-Jean, Terre-Neuve.

**Catégorie de personnes** : Le personnel qui a

servi avec les Forces armées de Terre-Neuve entre 1939 et 1946.

**But** : Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de

Terre-Neuve et à résoudre les réclamations de

pension.  
**Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés à Bibliothèque et archives

Canada à des fins archivistiques.

**No. ADD** : 85/012

**Renvoi au dossier #** : BAC PS 170

**Enregistrement (SCT)** : 000565

**Numéro de fichier** : BAC PPE 713

**Marine royale canadienne (MRC) - dossiers sur la solde - Seconde Guerre mondiale**

**Description** : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y

trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur

lesquels il a servi et durée du service. Les

personnes qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi.

**Catégorie de personnes** : Le personnel de la

Marine royale canadienne qui a servi durant la

Seconde Guerre mondiale.

**But** : Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard.

**Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction** : Ces dossiers sont gardés pour 54 ans à partir de

la date de leur compilation et après cette période, ils seront conservés à Bibliothèque et archives

Canada à des fins archivistiques.

**No. ADD** : 85/012

**Renvoi au dossier #** : BAC PS 170

**Enregistrement (SCT)** : 000564

**Numéro de fichier** : BAC PPE 712

**Recrues inscrites au programme d'entraînement de 30 jours - Seconde Guerre mondiale**

**Description** : Ce fichier contient des

renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et

l'emplacement du service, la catégorie médicale,

etc. Les personnes qui désirent consulter ces

dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et leur

date de naissance.

**Catégorie de personnes** : Les recrues qui ont reçu un entraînement spécial de 30 jours sous la Loi de

mobilitation des ressources nationales de 1940.

**But** : Ce fichier sert à vérifier l'admissibilité aux

pensions et autres avantages sociaux et à fournir

à l'individu une attestation de service.

**Usages compatibles** : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction** : Ces dossiers sont gardés jusqu'à ce que le sujet

ait atteint l'âge de 90 ans. Après cette période, une

partie de ces dossiers sera conservée à

Bibliothèque et archives Canada à des fins

archivistiques et le reste sera détruit.

**No. ADD** : 85/012

**Renvoi au dossier #** : BAC PS 170

**Enregistrement (SCT)** : 000563

**Numéro de fichier** : BAC PPE 711

de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

**Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve et celui de la Force de réserve classe C. **But :** Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démissions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

**No. ADD :** 85/012, 99/014

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000572

**Numéro de fichier :** BAC PPE 720

**Feuilles de solde de la Réserve de l'Armée**

**canadienne**  
**Description :** Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénom et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service.  
**Catégorie de personnes :** Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948.  
**But :** Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service.

Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés à Bibliothèque et archives Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

**No. ADD :** 85/012, 99/014

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000569

**Numéro de fichier :** BAC PPE 717

**Dossiers personnels sur microfiches - Forces régulières et Forces de réserve (Classe C)**

**Description :** Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

**Catégorie de personnes :** Certains membres des Forces régulières et des Forces de réserves de classe C.

**But :** Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. **Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit .

**No. ADD :** 85/012

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000570

**Numéro de fichier :** BAC PPE 718

**Évaluations du rendement - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières**

**Description :** Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers



## Dossiers de services auxiliaires - Seconde

### Guerre mondiale

**Description :** Ce fichier contient des renseignements personnels limités et des détails

sur les états de service tels que données d'emploi,

durée et genre du service, etc. Les personnes qui

désirent consulter ces dossiers doivent indiquer

leurs prénoms et nom de famille au complet, leur

date de naissance, le nom de l'unité et, pour les

pompiers seulement, leur numéro matricule.

**Catégorie de personnes :** Le personnel qui a fait

partie des troupes auxiliaires pendant la Seconde

Guerre mondiale, notamment les pompiers, les

membres de la Croix-Rouge, les opérateurs

spéciaux, les correspondants de guerre et les

détachements d'aide bénévole.

**But :** Ce fichier sert à vérifier la durée du service

et à déterminer l'admissibilité à une pension de

retraite.

**Usages compatibles :** Ce fichier est utilisé par les

employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :**

Ces dossiers sont gardés jusqu'à ce que le sujet

ait atteint l'âge de 90 ans et après cette période,

ils seront conservés à Bibliothèque et archives

Canada à des fins archivistiques.

**No. ADD :** 85/012

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000562

**Numéro de fichier :** BAC PPE 710

**Dossiers dentaires - Seconde Guerre mondiale,**

**Contingent spécial, Forces de réserve et**

**troupes régulières des Forces armées**

**canadiennes**

**Description :** Ce fichier contient des fiches

dentaires, des commentaires, des avis, des

informations sur des examens et des tests

dentaires spéciaux, etc. Les personnes qui

désirent consulter ces dossiers doivent indiquer

leurs prénoms et nom de famille au complet, leur

date de naissance, leur numéro de matricule et la

durée du service.

**Catégorie de personnes :** Le personnel militaire

ayant servi durant la Seconde Guerre mondiale, le

personnel du Contingent spécial qui a participé aux

opérations des Nations Unies en Corée, le personnel

des Forces de réserve, le personnel des troupes

régulières et ceux de la Force de réserve classe C.

**But :** Ce fichier sert à authentifier les données sur

les états de service de façon à étayer les

décisions relatives au droit à la pension et à

d'autres avantages, et à traiter les réclamations

relatives à la pension. Ces renseignements

peuvent aussi être utilisés à des fins

d'identification médico-légale.

**Usages compatibles :** Ce fichier est utilisé par les

employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :**

Ces dossiers sont gardés jusqu'à ce que le sujet

ait atteint l'âge de 90 ans, exception faite des

dossiers du personnel des Forces de réserve qui

sont gardés pour 70 ans suivant la date de

naissance de l'individu en cause. Après cette

période, les dossiers du personnel de la Seconde

Guerre mondiale et du Contingent spécial sont

conservés à Bibliothèque et archives Canada à

des fins archivistiques. Les dossiers de ceux qui

ont servi dans les Forces régulières, la Force de

réserve classe C et les Forces de réserve sont

habituellement détruits à l'expiration de leur

période normale de rétention. Cependant, une

partie de ces dossiers sera conservée à

Bibliothèque et archives Canada si on juge qu'ils

ont une valeur archivistique.

**No. ADD :** 85/012, 99/014

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 001943

**Numéro de fichier :** BAC PPE 721

**Dossiers médicaux - Seconde Guerre**

**mondiale, Contingent spécial, Forces de**

**réserve et troupes régulières des Forces**

**armées canadiennes**

**Description :** Ce fichier contient des fiches

médicales, des rapports d'examen spéciaux, des

rapports médicaux journaliers, des observations

et diagnostics, etc. Les personnes qui désirent

consulter ces dossiers doivent indiquer leurs

prénoms et nom de famille au complet, leur date

de naissance, leur numéro matricule et la durée

du service.

**Catégorie de personnes :** Le personnel militaire

de la Seconde Guerre mondiale, le personnel du

Contingent spécial ayant participé aux opérations

des Nations Unies en Corée, le personnel des

Forces de réserve, le personnel des Forces

régulières et celui de la Force de réserve classe C.

**But :** Ce fichier sert à authentifier les données sur

les états de service de façon à étayer les

décisions relatives au droit à la pension et à

d'autres avantages, à supporter les décisions

d'ordre médical et à traiter les réclamations

relatives à la pension.

**Usages compatibles :** Ce fichier est utilisé par les

employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :**

**Aviation royale du Canada (ARC) - ordres**

**quotidiens de service courant**

**Description :** Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service.

**Catégorie de personnes :** Le personnel de l'Aviation royale du Canada (ARC) de 1924 à 1969. **But :** Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments.

**Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :** Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

**No. ADD :** 85/012  
**Renvoi au dossier # :** BAC PS 170  
**Enregistrement (SCT) :** 000560  
**Numéro de fichier :** BAC PPE 708

**Banque de données sur le personnel militaire des unités - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières**

**Description :** Ce fichier contient les certificats d'enrôlement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

**Catégorie de personnes :** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. **But :** Ce fichier sert à authentifier les données sur les états de service afin d'étayer les décisions relatives au droit à la pension et à

d'autres avantages, à supporter des décisions d'ordre médical, traiter les réclamations relatives à la pension et fournir au requérant une attestation du service.

**Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

**No. ADD :** 85/012, 99/014  
**Renvoi au dossier # :** BAC PS 170  
**Enregistrement (SCT) :** 000568  
**Numéro de fichier :** BAC PPE 716

**Banque de données sur les pensions - Force régulière**

**Description :** Ce fichier contient des informations sur le versement à un régime de pension de retraite et sur les bénéfices de ce régime. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

**Catégorie de personnes :** Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite.

**But :** Ce fichier sert à supporter les décisions relatives au droit à la pension.

**Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

**Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

**No. ADD :** 85/012  
**Renvoi au dossier # :** BAC PS 170  
**Enregistrement (SCT) :** 000571  
**Numéro de fichier :** BAC PPE 719



## Système automatisé d'index PERSFILE

**Description :** Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers des

Centres fédéraux de documents. L'index automatisé contient en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, sexe, numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire).

**Catégorie de personnes :** Anciens employés

militaires et civils du gouvernement fédéral.

**But :** Ce fichier a pour but d'identifier et de

localiser les dossiers, conservés aux Centres

fédéraux de documents, ayant trait aux anciens

employés du gouvernement.

**Usages compatibles :** Ce fichier est utilisé par les institutions du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :** Les

renseignements informatisés sont gardés pendant

un mois à compter de la date à laquelle le dossier

en cause a été détruit ou conservé aux Archives

nationales à des fins archivistiques, tandis que

ceux qui existent sur microfiches sont créés semi-

annuellement et conservés pendant cinq ans pour

contrôle de la qualité et puis détruit.

**No. ADD :** 98/018

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000553

**Numéro de fichier :** BAC PCE 777

## Fichiers de renseignements

### personnels particuliers

Veillez noter lorsque vous commandez des

dossiers du personnel militaire : Bibliothèque et

archives Canada ne traitent que les demandes

pour le dossier complet lorsque l'individu a quitté

les Forces canadiennes depuis plus de cinq ans.

Pour obtenir la copie complète du dossier

militaire d'un individu ayant quitté les Forces

canadiennes depuis MOINS de cinq ans, on

demande de communiquer directement avec le

ministère de la Défense nationale.

**Anciens employés civils - dossiers sur les**

**pensions de retraite ASC**

**Description :** Ce fichier contient les dossiers

créés par le ministère des Approvisionnements et

Services afin de consigner toutes les transactions

s'appliquant à la pension en vertu de la Loi sur la

pension de la Fonction publique. Les anciens

employés qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de famille

au complet (ainsi que leur nom de fille s'il y a lieu),

leur date de naissance et leurs dates d'emploi.

**Catégorie de personnes :** Anciens employés

civils du gouvernement fédéral.

**But :** Ce fichier sert à déterminer l'admissibilité à

cotiser, à calculer le coût des cotisations dues

pour les années de service antérieur et à calculer

la pension payable.

**Usages compatibles :** Ce fichier est utilisé par les

employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :** Ces

dossiers sont gardés jusqu'à ce que le sujet ait

atteint l'âge de 80 ans. Une partie de ces dossiers

a été conservée à Bibliothèque et Archives

Canada à des fins archivistiques et le reste détruit.

**No. ADD :** 98/018

**Renvoi au dossier # :** AN CDP 170

**Enregistrement (SCT) :** 000556

**Numéro de fichier :** AN PPE 704

**Armée canadienne en temps de guerre,**

**Contingent spécial et troupes régulières des**

**Forces armées canadiennes - ordres**

**quotidiens partie II**

**Description :** Ce fichier contient des

renseignements personnels limités qui peuvent

inclure, outre le nom au complet et le numéro

matricule, les comptes rendus des transactions sur

le personnel, le nom de l'unité, la durée du

service, etc. Les personnes qui désirent consulter

ces dossiers doivent indiquer leurs prénoms et

nom de famille au complet, leur numéro matricule,

le nom de l'unité et la durée du service.

**Catégorie de personnes :** Personnel de l'Armée

canadienne en temps de guerre, Contingent

spécial et troupes régulières, de 1939 à 1966.

**But :** Ce fichier sert à authentifier les données du

service pour régler les réclamations de solde et

autres avantages sociaux, et pour vérifier les

testaments.

**Usages compatibles :** Ce fichier est utilisé par les

employés du gouvernement fédéral pour des fins

administratives.

**Normes de conservation et de destruction :**

Ces dossiers sont gardés pour 90 ans à partir de

la date de la dernière correspondance. Après cette

période, une partie de ces dossiers sera

conservée à Bibliothèque et Archives Canada à

des fins archivistiques et le reste sera détruit.

**No. ADD :** 85/012

**Renvoi au dossier # :** BAC PS 170

**Enregistrement (SCT) :** 000561

**Numéro de fichier :** BAC PPE 709

# Bibliothèque et Archives Canada

Chapitre 44

## Fichiers de renseignements personnels centraux

**Anciens employés civils - dossiers d'employés**  
**Description :** Ce fichier contient des informations personnelles semblables ou pareilles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi.  
**Catégorie de personnes :** Anciens employés civils du gouvernement fédéral.  
**But :** Ce fichier sert à vérifier des décisions concernant les employés, à déterminer s'ils ont

Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé.  
**Catégorie de personnes :** Employés de la Banque du Canada, les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque.  
**But :** Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité.  
**Usages compatibles :** Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements.  
**Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un

casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce.  
**No. ADD :** 98/001  
**Renvoi au dossier # :** BDC NDP 903  
**Enregistrement (SCT) :** 002216  
**Numéro de fichier :** BDC PPE 816  
**Voyages**  
**Description :** Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé.  
**Catégorie de personnes :** Employés de la Banque du Canada.  
**But :** Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés.  
**Usages compatibles :** Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé.  
**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits.  
**No. ADD :** 99/004  
**Renvoi au dossier # :** BDC NDP 914  
**Enregistrement (SCT) :** 000075  
**Numéro de fichier :** BDC PPE 841

encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient ré-engagés.  
**Usages compatibles :** Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.  
**Normes de conservation et de destruction :** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Une partie de ces dossiers a été conservée à Bibliothèque et Archives Canada à des fins archivistiques et le reste détruit.  
**No. ADD :** 98/018  
**Renvoi au dossier # :** BAC PS 170  
**Enregistrement (SCT) :** 000554  
**Numéro de fichier :** BAC PCE 748



de l'employé tenu conjointement par le Service de la paye et le Service du personnel.

**Catégorie de personnes :** Employés de la

Banque du Canada.

**But :** Ce fichier contient de la documentation sur

l'administration de la rémunération et des

avantages. L'utilisation du numéro d'assurance

sociale est exigée en vertu de la Loi de l'impôt sur

le revenu, Loi sur l'assurance emploi.

**Usages compatibles :** Ce fichier sert

principalement à approuver le paiement des

traitements et des indemnités ainsi que des

retenues. Le numéro d'assurance sociale (NAS) est

utilisé à des fins d'identification et pour s'assurer

que l'administration de la paye et des avantages est

uniforme. Il faut absolument inscrire le NAS dans ce

fichier; toutefois, il peut y avoir des cas d'exception

pour certains individus lorsque des circonstances

spéciales se présentent. Le fichier sert aussi à la

vérification et la conciliation des comptes relatifs à

la paye (par exemple, la rémunération et

l'admissibilité des employés) et à étayer le

recouvrement des paiements effectués en trop et

des dettes envers la Couronne et, le cas échéant, à

permettre, conformément à la Loi sur la saisie-arêt

et la distraction de pension, de procéder à la saisie-

arrêt et à la distraction des fonds.

**Normes de conservation et de destruction :**

Après le départ de l'employé, le dossier personnel

est gardé jusqu'à ce que l'employé ait atteint l'âge

de 70 ans ou jusqu'à deux ans après le décès de

l'employé; après quoi le dossier est détruit, pourvu

que deux ans se soient écoulés depuis la dernière

utilisation, à des fins administratives, des

renseignements en question.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** BDC NDP 925 et BDC

NDP 924

**Enregistrement (SCT) :** 002212

**Numéro de fichier :** BDC PPE 820

**Stationnement**

**Description :** Ce fichier renferme les demandes

de permis et la correspondance concernant le

stationnement de véhicules à moteur sur des

propriétés publiques. Le fichier concernant la

rémunération et les avantages renferme les

dossiers relatifs aux déductions pour le paiement

des frais de stationnement.

**Catégorie de personnes :** Employés de la

Banque du Canada.

**But :** Ce fichier a pour fonction d'émagasiner

des renseignements relatifs à l'administration des

privileges accordés en matière de stationnement.

**Usages compatibles :** Ce fichier sert à tenir un

dossier des permis de stationnement.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant une période de

trois ans après l'expiration du permis, après quoi

ils sont détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** BDC NDP 914

**Enregistrement (SCT) :** 002236

**Numéro de fichier :** BDC PPE 842

**Tiers Saisis**

**Description :** Ce fichier renferme les ordonnances

de saisie de salaire et la correspondance s'y

rapportant.

**Catégorie de personnes :** Employés de la

Banque du Canada.

**But :** Ce fichier a pour but d'émagasiner des

renseignements concernant les ordonnances de

saisie de salaire. Le numéro d'assurance sociale

peut ou non être indiqué. Son utilisation est parfois

autorisée par la Loi de l'impôt sur le revenu et de

la Loi d'aide à l'exécution des ordonnances et des

ententes familiales et le règlement afférent.

**Usages compatibles :** Veiller à l'exécution des

ordonnances de saisie de salaire.

**Normes de conservation et de destruction :** Les

dossiers sont conservés six ans à partir du

moment où l'ordonnance de saisie de salaire n'est

plus en vigueur, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 926

**Enregistrement (SCT) :** 000076

**Numéro de fichier :** BDC PPE 822

**Vérifications de fiabilité et autorisations de**

**sécurité**

**Description :** Ce fichier renferme des numéros

d'identification des employés, des fiches

renfermant des empreintes digitales, les résultats

des vérifications de casiers judiciaires de la

Gendarmerie royale du Canada et (ou) des

vérifications d'empreintes digitales, et des

rapports de vérification de solvabilité; des

formules de demande d'émission de carte

d'accès. En outre, on y trouve des exemplaires

remplis des questionnaires — Cote de sécurité du

personnel et Évaluation de sécurité, les résumés

d'enquêtes et de vérifications de dossiers

effectuées par le Service canadien du

renseignement de sécurité, des exemplaires

remplis des formules de Demande d'enquête de

sécurité sur le personnel et autorisation du

gouvernement canadien, des comptes rendus des

instructions données à l'employé concernant

l'autorisation de sécurité attribuée à l'employé.

décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant trois ans, puis détruits. **No. ADD** : 98/005 **Renvoi au dossier** # : BDC NDP 918 **Enregistrement (SCT)** : 002211 **Numéro de fichier** : BDC PPE 821 **Programme d'équité en matière d'emploi** **Description** : Ce fichier contient les renseignements personnels sur les employés qui sont requis pour le maintien du programme d'équité en matière d'emploi de la Banque. Ces renseignements sont fournis sur une base volontaire : les répondants sont invités à indiquer à quel sexe ils appartiennent, s'ils sont membres d'un groupe autochtone, s'ils sont handicapés ou s'ils sont membres d'une minorité visible. **Catégorie de personnes** : Employés réguliers à plein temps; employés réguliers à temps partiel; contractuels et employés temporaires de la Banque du Canada. **But** : Ces renseignements ne sont utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est à dire pour la mise en oeuvre du programme d'équité en matière d'emploi et pour l'application de la politique en la matière. Ils permettent de dresser un tableau complet de la répartition des effectifs de la Banque entre les divers groupes désignés, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Ils peuvent aussi être reliés à d'autres fichiers au moyen du numéro d'emploi et ce, en vue de produire des données statistiques qui servent à la préparation du rapport annuel adressé au ministre de Développement des ressources humaines Canada. Ces données permettent aussi de comparer la situation des membres de groupes désignés, à la Banque, avec celle des autres employés et d'établir des comparaisons à ce chapitre avec l'ensemble du marché du travail. Il est également possible d'obtenir des données d'auto identification dans le fichier Dossier des demandes d'emploi (BDC PPU 035). **Usages compatibles** : Ces données sont utilisées pour le maintien du programme d'équité en matière d'emploi de la Banque dans le but de favoriser la création d'un effectif plus représentatif. Elles peuvent servir à établir des données

statistiques ou administratives à l'appui des mesures à prendre pour assurer une représentation équitable des groupes désignés à la Banque. **Normes de conservation et de destruction** : Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Lorsque des questionnaires plus récents sont reçus, les anciens questionnaires sont détruits immédiatement. **No. ADD** : 98/005 **Renvoi au dossier** # : BDC NDP 901 **Enregistrement (SCT)** : 001942 **Numéro de fichier** : BDC PPE 817 **Réinstallations** **Description** : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. **Catégorie de personnes** : Employés de la Banque du Canada. **But** : Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. **Usages compatibles** : Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. **No. ADD** : 99/004 **Renvoi au dossier** # : BDC NDP 914 **Enregistrement (SCT)** : 000074 **Numéro de fichier** : BDC PPE 840 **Rémunération et avantages** **Description** : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier



enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires.

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail.

**Usages compatibles :** Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 926

**Enregistrement (SCT) :** 002237

**Numéro de fichier :** BDC PPE 837

**Langues officielles**

**Description :** Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles.

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés.

**Usages compatibles :** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 923

**Enregistrement (SCT) :** 002214

**Numéro de fichier :** BDC PPE 826

**Mesures disciplinaires**

**Description :** Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé.

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises.

**Usages compatibles :** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi.

**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 926

**Enregistrement (SCT) :** 002219

**Numéro de fichier :** BDC PPE 836

**Présences et congés**

**Description :** Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences).

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés.

**Usages compatibles :** Ce fichier sert à étayer les

**Formation et perfectionnement**  
*Description* : Ce fichier comprend notamment les renseignements personnels et documents suivants : sexe de l'employé; langue choisie pour la formation; formules de demande et évaluations; numéro d'identification de l'employé; résultats des examens et certificats; relevés de paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés.

**Catégorie de personnes** : Employés de la Banque du Canada.

**But** : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement.

**Usages compatibles** : Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont détruits.

**No. ADD** : 98/005  
**Renvoi au dossier #** : BDC NDP 927  
**Enregistrement (SCT)** : 002213  
**Numéro de fichier** : BDC PPE 825

**Formation et perfectionnement — Programmes de perfectionnement par affectation**  
*Description* : Ce fichier contient les profils des employés, les renseignements fournis durant les entrevues, les précisions sur l'affectation, les formules de demande d'affectation, les ententes concernant l'affectation et la correspondance reliée à divers programmes de perfectionnement par affectation.

**Catégorie de personnes** : Les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque ainsi que ceux qui ont exprimé leur intention de participer à l'un ou à l'autre programme de perfectionnement.

**But** : Ce fichier sert à tenir à jour une banque de données sur les employés intéressés ou sélectionnés pour des affectations à la Banque et

à appuyer l'administration des programmes.

**Usages compatibles** : Les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière.

**Normes de conservation et de destruction** : Les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans, puis détruits.

**No. ADD** : 98/005  
**Renvoi au dossier #** : BDC NDP 927  
**Enregistrement (SCT)** : 003424  
**Numéro de fichier** : BDC PPE 827

**Griets**  
*Description* : Ce fichier contient les griets présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griets portant sur la classification et toute la correspondance échangée au sujet des griets.

**Catégorie de personnes** : Employés de la Banque du Canada.

**But** : On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griets.

**Usages compatibles** : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griets à tous les paliers de la procédure.

**Normes de conservation et de destruction** : Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits.

**No. ADD** : 98/005  
**Renvoi au dossier #** : BDC NDP 926  
**Enregistrement (SCT)** : 002218  
**Numéro de fichier** : BDC PPE 835

**Harcelement**  
*Description* : Ce fichier a pour fonction d'émagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposé ment fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux



qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

**Usages compatibles :** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité; aux langues officielles; à la discipline; et à la sécurité professionnelle; à la

discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

**Normes de conservation et de destruction :** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

**No. ADD :** 98/0005

**Renvoi aux dossiers # :** BDC NDP 918 et BDC NDP 921

**Enregistrement (SCT) :** 002210

**Numéro de fichier :** BDC PPE 810

**Dotation**

**Description :** Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des comités de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les résultats de tests; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre les niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

**Catégorie de personnes :** Employés de la Banque du Canada.

**But :** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes.

**Usages compatibles :** Ces données servent à sélectionner des candidats et à pourvoir des postes.

**Normes de conservation et de destruction :** Les dossiers de dotation sont conservés pendant une période de deux ans après l'année durant laquelle ils ont été créés, ou deux ans après leur dernière utilisation à des fins administratives, puis détruits.

**No. ADD :** 98/0005

**Renvoi au dossier # :** BDC NDP 920

**Enregistrement (SCT) :** 002013

**Numéro de fichier :** BDC PPE 815

relatives aux mutations, aux mesures disciplinaires ou aux licenciements.

**Normes de conservation et de destruction :** S'il

n'existe aucun conflit d'intérêts, les

renseignements seront conservés deux ans après

le départ de l'employé, puis seront détruits. Par

contre, s'il y a conflit d'intérêts, les renseignements

seront conservés sept ans après la résolution du

conflit, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 921

**Enregistrement (SCT) :** 006397

**Numéro de fichier :** BDC PPE 813

**Dossier de santé des employés**

**Description :** Ce fichier renferme les dossiers des

examens de santé ainsi que tous les

renseignements médicaux personnels, dont les

documents concernant l'aide fournie aux employés

éprouvant des problèmes particuliers et des

exemplaires des rapports destinés à la

Commission de la sécurité et de l'assurance des

travailleurs concernant l'indemnisation des

accidents de travail. Avant 2002, de fichier pouvait

également renfermer des dossiers relatifs aux

régimes de remplacement du revenu et d'invalidité

de longue durée, p.ex., formulaires de demande

de règlement dûment remplis, documents relatifs

aux échanges entre les employés et le Service de

santé, dossiers concernant le programme de

retour progressif au travail, etc.

**Catégorie de personnes :** Employés de la

Banque du Canada.

**But :** Ce fichier a pour but de consigner les

résultats des évaluations médicales des employés

et de fournir la documentation nécessaire à

l'administration des programmes de santé au

travail et de certains régimes d'avantages sociaux.

**Usages compatibles :** Les renseignements

servent à appuyer les décisions concernant

l'admissibilité aux avantages et les droits au titre

des frais médicaux, de l'emploi et de la pension.

**Normes de conservation et de destruction :** Les

documents sont détruits 20 ans après la fermeture

du dossier. Un dossier est clos lorsque l'employé

concerné quitte la Banque ou après la dernière

intervention au dossier, si celle-ci a lieu après le

départ de l'employé. Certains dossiers relatifs à

des substances désignées ou à des examens

spécifiques, p. ex. des audiogrammes, sont

conservés 20 ans de plus, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 922

**Enregistrement (SCT) :** 002215

**Numéro de fichier :** BDC PPE 830

**Demandes de règlement - Régimes de remplacement du revenu et d'invalidité de longue durée**

**Description :** Ce fichier renferme les dossiers des

cas particuliers relatifs aux régimes de

remplacement du revenu et d'invalidité de longue

durée, dont les vis de congé non rémunérés, les

formulaires d'adhésion aux régimes, dûment

remplis, les certificats médicaux, les

renseignements sur les paiements, la

correspondance entre les employés et la Great-

West, compagnie d'assurance vie concernant leur

demande de prestations, les dossiers concernant

le programme de retour progressif au travail, etc.

**Catégorie de personnes :** Employés de la

Banque du Canada

**But :** Ce fichier a pour but de consigner les

renseignements concernant l'administration des

régimes de remplacement du revenu et d'invalidité

de longue durée de la Banque du Canada.

**Usages compatibles :** Administrer les demandes

particulières et veiller à ce que les employés

admissibles aux régimes de remplacement du

revenu et d'invalidité de longue durée reçoivent les

prestations auxquelles ils ont droit.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant les 10 années

qui suivent la fin de la période d'indemnisation ou

la date de la dernière utilisation à des fins

administratives, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 924

**Enregistrement (SCT) :** 005279

**Numéro de fichier :** BDC PPE 832

**Dossier personnel d'un employé**

**Description :** Ce fichier renferme des

renseignements concernant les caractéristiques

personnelles, y compris l'âge et le sexe; le numéro

d'identification de l'employé; l'adresse du domicile; la

citoyenneté; les études (diplômes, certificats et

bulletins); les emplois antérieurs détenus; le

curriculum vitae et les références; l'emplacement

géographique et la situation dans l'organisation; les

nomination, les mutations, les promotions et les

démotions; les périodes d'emploi, y compris les

périodes de stage, la durée de l'emploi; les

évaluations du rendement; la classification, y compris

les numéros de poste, les groupes, les niveaux, les

titres et les traitements; les pensions et les

assurances, y compris les noms des bénéficiaires.

On peut également y trouver, le cas échéant, des

renseignements concernant le service militaire, y

compris les périodes et les domaines de service; la

fin de l'emploi, y compris les certificats et les raisons



employés de la Banque du Canada. Les dossiers de ce fichier de renseignements personnels contiennent tous les documents créés par suite de l'adhésion ou du renouvellement de l'adhésion d'un employé, tels que les formulaires d'adhésion et la confirmation des niveaux de protection. Les renseignements personnels recueillis comprennent le nom de l'employé, son matricule, son adresse et son numéro de téléphone.

**Catégorie de personnes :** Employés actuels et anciens de la Banque.

**But :** Conserver l'information relative à l'adhésion des employés à ce programme d'avantages sociaux et à l'administration par la Banque du Canada des avantages choisis par les employés.

**Usages compatibles :** Les renseignements de nature non personnelle peuvent servir à créer des rapports sur la gestion de ce programme, destinés à la Haute Direction de la Banque. On peut aussi utiliser cette information aux fins de recherche, de planification, de vérification et d'évaluation.

**Normes de conservation et de destruction :** Les dossiers sont conservés seize ans après leur remplacement, puis détruits. Si l'employé quitte la Banque ou s'il décide, les dossiers sont conservés seize ans après la dernière consultation à des fins administratives.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 924

**Enregistrement (SCT) :** 006324

**Numéro de fichier :** BDC PPE 823

#### **Base de données de gestion des installations**

**Description :** Ce fichier renferme les renseignements utilisés pour soutenir la gestion de la répartition des locaux et des ressources connexes, soit les noms, les numéros d'identification, le statut professionnel et les niveaux de poste des employés ainsi que les numéros de leur carte d'accès.

**Catégorie de personnes :** Les employés de la Banque du Canada et les entrepreneurs.

**But :** Aider la Banque à gérer la répartition des locaux.

**Usages compatibles :** Ce fichier sert à l'affectation des locaux et à l'attribution de matériel connexe tel l'aménagement, les téléphones, etc.

**Normes de conservation et de destruction :**

Ces dossiers sont conservés pendant une période maximale de 6 mois après le départ de l'employé, puis détruits.

**No. ADD :** 99/003

**Renvoi au dossier # :** BDC NDP 905

**Enregistrement (SCT) :** 004236

**Numéro de fichier :** BDC PPE 819

**Cartes d'accès**  
**Description :** Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéo photographies, les cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque.  
**Catégorie de personnes :** Les employés de la Banque du Canada, les entrepreneurs et les locataires.

**But :** Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. **Usages compatibles :** Ce fichier sert à l'émission et au contrôle des cartes d'accès.

**Normes de conservation et de destruction :** Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** BDC NDP 931

**Enregistrement (SCT) :** 003289

**Numéro de fichier :** BDC PPE 818

**Déclarations relatives aux conflits d'intérêts**  
**Description :** Selon la politique en matière de conflit d'intérêts de la Banque du Canada, les employés sont tenus de déclarer s'ils ont des intérêts qui pourraient entrer en conflit avec ceux de la Banque ou être perçus comme tels. Les renseignements personnels recueillis sont le nom de l'employé, les formulaires de déclaration signés attestant que l'employé se conforme à la politique en matière de conflit d'intérêts, les rapports et les renseignements concernant les avoirs financiers fournis par un employé qui pourrait être en situation de conflit d'intérêts, tout autre document renfermant un avis émis dans le but d'établir s'il y a conflit d'intérêts ainsi que l'information sur les mesures de conformité qui ont été prises.

**Catégorie de personnes :** Employés actuels et anciens de la Banque.

**But :** Documenter les processus mis en place par l'institution pour éviter les conflits d'intérêts. L'information recueillie permet d'attester qu'un employé a eu la possibilité de prendre connaissance de la politique en matière de

conflit d'intérêts et de poser des questions à son sujet, de faire état de la présence d'un conflit d'intérêts possible et de garder trace de toute mesure prise dans le but de le résoudre.

**Usages compatibles :** Appuyer les décisions

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harèlement

Langues officielles

Présences et congés

Ressources humaines

Sécurité et santé au travail

Canada sur l'analyse des effectifs. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles).

**Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi.

**Normes de conservation et de destruction :**

Ces documents sont conservés durant les cinq ans qui suivent celle à l'égard de laquelle un rapport est fait avant d'être détruits.

**No. ADD :** 98/005

**Renvoi aux dossiers # :** BDDC NDP 920 et

BDDC NDP 921

**Enregistrement (SCT) :** 003752

**Numéro de fichier :** BDDC PPE 801

## Fichiers de renseignements personnels particuliers

**Accidents de travail**

**Description :** Ce fichier comprend les rapports

relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe,

notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur.

**Catégorie de personnes :** Employés de la

Banque du Canada.

**But :** Ce fichier a pour but de consigner les

dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subéquemment; et fournir la

documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada.

**Usages compatibles :** Ce fichier sert à tenir des

dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. Les dossiers se rapportant aux premiers soins sont conservés pendant deux ans, puis détruits. Les dossiers relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail sont conservés pendant 10 ans suivant la date de survenance, puis détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** BDC NDP 922

**Enregistrement (SCT) :** 002217

**Numéro de fichier :** BDC PPE 831

**Adhésion au programme à la carte**

**Description :** Ce fichier renferme des

renseignements relatifs à l'administration du programme d'avantages sociaux offert aux



avant d'être détruits.

**No. ADD : 81/007**

**Renvoi au dossier # : BDDC NDP 921**

**Enregistrement (SCT) : 003748**

**Numéro de fichier : BDDC PPE 805**

#### **Programme de récompenses**

**Description :** Ce fichier contient des

renseignements sur les employés qui ont mérité ou pourraient mériter une récompense dans le cadre des anciens programmes de suggestions de la Banque. Les données comprennent notamment le nom et le titre de l'employé ainsi que le numéro de la suggestion, ce sur quoi elle porte, si elle a été mise en œuvre ou si elle a valu une récompense à son auteur.

**Catégorie de personnes :** Employés de la BDC

qui ont présenté une suggestion en vertu du

programme.

**But :** Ce fichier a visé à identifier les employés qui ont formulé des suggestions et à consigner

l'évaluation qui en a été faite.

**Usages compatibles :** Le système informatique a servi à contrôler le processus entourant les suggestions ainsi que la remise des récompenses, le cas échéant.

**Normes de conservation et de destruction :** Les dossiers restent actifs pendant une période de deux ans. Si, au bout de deux ans, on n'a pas donné suite à la suggestion, le dossier devient inactif. Les registres sont alors conservés pendant une période additionnelle de trois ans avant d'être détruits.

**No. ADD : 98/005**

**Renvoi au dossier # : BDDC NDP 921**

**Enregistrement (SCT) : 003922**

**Numéro de fichier : BDDC PPE 815**

#### **Rémunération et avantages**

**Description :** Ce fichier contient les certifications

nécessaires pour la rémunération, les indemnités

et les déductions et présente des renseignements

au sujet du traitement et des avantages pour

chaque employé y compris le numéro d'assurance

sociale, ainsi que la correspondance connexe à

l'administration de la paye et des avantages. Le

fichier peut également comprendre des

dispositions concernant les fonds relatifs à la

saisie-arret et la distraction. Le dossier touchant

les gains et la pension de retraite est joint au

dossier personnel de chaque employé.

**Catégorie de personnes :** Employés de la BDC.

**But :** Ce fichier contient de la documentation sur

l'administration de la rémunération et des

avantages au sein de la BDC. Il sert également à

approuver le paiement des traitements et des

indemnités ainsi que les retenues. Le numéro

d'assurance sociale est utilisé à des fins

d'identification et afin d'assurer que l'administration

de la paye et des avantages soit uniforme. Il faut

inscrire le numéro d'assurance sociale ; toutefois,

il peut y avoir des cas d'exception lorsqu'il y a des

circonstances spéciales.

**Usages compatibles :** Permettre la vérification et

la conciliation des comptes relatifs à la paye (par

exemple, la rémunération et l'admissibilité des

employés) et étayer le recouvrement des trop-

payés et des dettes envers la Couronne et, le cas

échéant, permettre, conformément aux lois

applicables.

**Normes de conservation et de destruction :** Les

dossiers sont conservés par la BDC pour toute la

durée de l'emploi, plus un an. Les dossiers sont

ensuite fusionnés avec le dossier personnel de

l'employé correspondant et transférés aux

Archives nationales du Canada et suivent les

normes de conservation et de destruction du

fichier ordinaire dossier personnel d'un employé.

Cette règle, toutefois, ne s'applique plus dans les

cas de règlement des questions de paiement

excédentaires, de perception des dettes dues à la

Couronne, de mise en vigueur des mesures

relatives à la saisie-arret et à la distraction de

fonds. Dans ces cas les dossiers sont conservés

jusqu'à ce que les questions de paiement

excédentaires soient réglées, que la dette soit

recouvrée ou que les mesures concernant la

saisie-arret et la distraction ne soient plus en

vigueur.

**No. ADD : 98/005**

**Renvoi au dossier # : BDDC NDP 921**

**Enregistrement (SCT) : 003751**

**Numéro de fichier : BDDC PPE 810**

#### **Sondage sur l'équité en matière d'emploi**

**Description :** Ce fichier contient des

renseignements basés sur l'auto-identification et

liés au sexe, à la race, à l'origine ethnique, et

aux déficiences. Il contient également des

données sur la formation académique, l'expérience

de travail antérieure, les aspirations de carrière,

ainsi que la formation et le développement des

**Catégorie de personnes :** Employés permanents

à temps plein ; employés permanents à temps

partiel ; employés temporaires.

**But :** Les renseignements sont utilisés dans

l'implantation d'un programme d'équité en matière

d'emploi ainsi que dans la rédaction de rapports à

Développement des ressources humaines.

# Banque de développement du Canada

Chapitre 42

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion  
Aide aux employés  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Harèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Fichiers de renseignements personnels particuliers

### Mesures disciplinaires

**Description :** Ce fichier renferme les avis de mesures disciplinaires et la correspondance relative aux inconduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les inconduites présumées ainsi que les rapports d'analyse issus de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé.  
**Catégorie de personnes :** Employés de la BDC.  
**But :** Ce fichier sert à consigner les renseignements servant à établir les mesures disciplinaires.  
**Usages compatibles :** Déterminer la nécessité d'un recours à des mesures disciplinaires ainsi que la nature desdites mesures et étayer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux rétrogradations et aux cessations d'emploi.  
**Normes de conservation et de destruction :** Certaines parties sont conservées pendant six ans avant d'être détruites. D'autres parties peuvent être transférées au « Dossier personnel d'un employé », auquel cas les périodes de conservation applicables à ce fichier sont respectées.

No. ADD : 81/007 et 98/005  
Enregistrement (SCT) : 003923  
Numéro de fichier : BDPC PPE 820

### Programme d'aide aux employés

**Description :** Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la BDC et à leurs personnes à charge. Les employés et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la BDC afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la BDC afin de maintenir le caractère confidentiel du programme.  
**Catégorie de personnes :** Les employés de la BDC et leurs personnes à charge.  
**But :** L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés de la BDC et leurs personnes à charge de façon à assurer la confidentialité des personnes ayant demandé des renseignements.  
**Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. **Normes de conservation et de destruction :** Le consultant conserve les renseignements pendant cinq ans depuis le dernier contact avec l'employé



# Anciens Combattants Canada

Chapitre 41

## Fichiers de renseignements personnels centraux

**Dossiers médicaux à l'Hôpital Sainte-Anne**  
**Description :** Ce fichier contient certains des renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'experts conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des radiographies et des rapports de traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé.  
**Catégorie de personnes :** Les fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels à l'Hôpital Sainte-Anne.  
**But :** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux et des fonctionnaires fédéraux éventuels y compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales et de santé mentale et de milieu de travail. Les renseignements sont utilisés

afin d'appuyer les décisions ou droits en matière médicale, de santé mentale, d'emploi et de pension.  
**Usages compatibles :** Les renseignements administratifs peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Les renseignements médicaux ne peuvent être utilisés que par le personnel qualifié du bureau de santé et de Santé Canada.  
**Normes de conservation et de destruction :** Les dossiers sont conservés à la direction du personnel deux ans après qu'un employé ait quitté l'Hôpital. Par la suite les dossiers sont acheminés à Bibliothèque et Archives Canada et sont ainsi conservés en accord avec les règlements régissant les documents médicaux.  
**No. ADD :** À déterminer.  
**Renvoi au dossier # :** ACC MAC 025  
**Enregistrement (SCT) :** 003645  
**Numéro de fichier :** ACC PCE 705

## Fichiers de renseignements personnels ordinaires

**No. ADD :** 98/001  
**Renvoi au dossier # :** AAC DSI 852  
**Enregistrement (SCT) :** 003319  
**Numéro de fichier :** AAC PPE 827  
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.  
Accidents d'automobile, de bateau, d'embarcation et d'avion  
Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après mandat  
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)  
Dossier personnel d'un employé  
Évaluation du rendement  
Formation et perfectionnement  
Griets  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

données de ces fichiers de paye sont comparées par code d'identification de dossier personnel (CIDP) avec les données du SMS dans le seul but de déterminer le code financier à assigner au fichier de paye avant de le comptabiliser dans le SMS.

**Normes de conservation et de destruction :** L'information est gardée pour 6 années fiscales ensuite détruite.

**No. ADD :** 98/005 et 99/004

**Renvoi au dossier # :** AAC DGI 700

**Enregistrement (SCT) :** 005113

**Numéro de fichier :** AAC PPE 831

**Système de placement par priorité**

**Description :** La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Encouragement à la retraite anticipée (PERA) ou le Programme de prime de départ anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptables, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accepté un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a-t'il reçu sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien.

**Catégorie de personnes :** Employés qui sont des priorités.

**But :** De parrainer les employées prioritaires pour d'autres possibilités d'emploi.

**Usages compatibles :** Il n'y a pas d'usages compatibles.

**Normes de conservation et de destruction :** L'information est détruite après 2 ans après la dernière utilisation administrative.

**No. ADD :** 98/005

**Renvoi au dossier # :** AAC DRH 920

**Enregistrement (SCT) :** 003320

**Numéro de fichier :** AAC PPE 800

**Télécommunications**

**Description :** Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère.

**Catégorie de personnes :** Employés du Ministère.

**But :** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent.

**Usages compatibles :** Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font

données de ces fichiers de paye sont comparées par code d'identification de dossier personnel (CIDP) avec les données du SMS dans le seul but de déterminer le code financier à assigner au fichier de paye avant de le comptabiliser dans le SMS.

**Normes de conservation et de destruction :** L'information est gardée pour 6 années fiscales ensuite détruite.

**No. ADD :** 98/005 et 99/004

**Renvoi au dossier # :** AAC DGI 700

**Enregistrement (SCT) :** 005113

**Numéro de fichier :** AAC PPE 831

**Système de placement par priorité**

**Description :** La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Encouragement à la retraite anticipée (PERA) ou le Programme de prime de départ anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptables, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accepté un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a-t'il reçu sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien.

**Catégorie de personnes :** Employés qui sont des priorités.

**But :** De parrainer les employées prioritaires pour d'autres possibilités d'emploi.

**Usages compatibles :** Il n'y a pas d'usages compatibles.

**Normes de conservation et de destruction :** L'information est détruite après 2 ans après la



en matière de personnel scientifique et professionnel.

**Normes de conservation et de destruction :** Le

répertoire est mis à jour annuellement. Les

documents sont conservés pendant cinq ans et

sont ensuite détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** AAC DRH 921

**Enregistrement (SCT) :** 002700

**Numéro de fichier :** AAC PPE 803

**Saisie-arrêt**

**Description :** Ce fichier contient de la

documentation concernant les fonds relatifs à la

saisie-arrêt et à la distraction.

**Catégorie de personnes :** Employés du ministère

de l'Agriculture et Agroalimentaire au sujet

desquels des mesures de saisie-arrêt et de

distraction de fonds ont été prises.

**But :** Permettre, conformément à la Loi sur la

saisie-arrêt et la distraction de pensions, de

procéder à la distraction des fonds.

**Usages compatibles :** Sert également à

approuver les retenues des salaires.

**Normes de conservation et de destruction :** Les

dossiers sont gardés deux ans après que la dette

ait été payée. Si l'employé change de ministère

avant que la dette soit payée, son dossier le suit ;

si l'employé change de ministère après que la

dette ait été payée, le dossier est gardé au

ministère de l'Agriculture et Agroalimentaire

pendant deux ans, puis détruit.

**No. ADD :** 98/005

**Renvoi au dossier # :** AAC DRH 925

**Enregistrement (SCT) :** 002048

**Numéro de fichier :** AAC PPE 807

**Système de gestion financière du Ministère**

(SGFM)

**Description :** Le système officiel d'information sur

la gestion des finances et du matériel pour le

Ministère, l'Agence canadienne d'inspection des

aliments, l'Agence canadienne du pari mutuel, la

Commission canadienne du lait, et la Commission

canadienne des grains. L'information est classifiée

comme suit : Responsabilité (centre

financier/centre de coûts), Autorité (fonds), But

(activité), Projet (commande interne), Structure de

répartition du travail et Article de dépense (compte

GL). Les renseignements personnels (p. ex. code

d'identification de dossiers personnels (CIFD),

nom de l'employé, adresses, numéros de

téléphone, numéro de carte d'achat, contrats,

employés affectés à des projets, avances du

Ministère, heures de travail, durée des fonctions

de l'employé, classification de l'employé, compte

de dépôt bancaire) sont saisis dans le système de

gestion financière du Ministère (SGFM). Les

numéros d'assurance sociale (NAS) des

personnes qui reçoivent des paiements

imposables du Ministère sont saisis et conservés

dans le SGFM.

**Catégorie de personnes :** Employés du

Ministère.

**But :** Le NAS est exigé et inséré dans le feuillet et

le dossier des renseignements fiscaux que le

Ministère doit remettre à l'Agence du revenu du

Canada.

**Usages compatibles :** Se référer à "L'objectif" de

la banque.

**Normes de conservation et de destruction :**

L'information demeure dans SGFM et est reportée

d'année en année. Quand l'activité prend fin,

l'information est marquée pour archivage.

**No. ADD :** 99/004

**Renvoi au dossier # :** AAC DGI 852

**Enregistrement (SCT) :** 002945

**Numéro de fichier :** AAC PPE 805

**Système de masse salariale**

**Description :** Ce fichier contient des

renseignements sur les employés de l'institution,

dont le code d'identification de dossier personnel

(CIDP), le prénom et le nom de famille, la catégorie

et le niveau professionnels, le salaire annuel, la

date d'entrée en service et le codage financier.

**Catégorie de personnes :** Employés de

l'institution.

**But :** Le Système de masse salariale est un

système auxiliaire de Saturne, le système de

gestion des finances et du matériel de l'institution. Il

est également le système officiel de tenue des

dossiers du Ministère pour la gestion des salaires.

Le système a deux fonctions principales :

premièrement, il permet de faire des prévisions

relatives aux dépenses salariales et est, donc, un

outil de gestion des budgets de fonctionnement;

deuxièmement, il transforme les données brutes du

Système régional de paye du gouvernement en

données qui peuvent être utilisées par le système

financier du Ministère. Pour que le système exécute

ces deux fonctions, le fichier est utilisé pour ajouter

le codage financier dans les fichiers de paye reçus

du Système de paye et pour fournir des données

sur les employés et les postes qui sont nécessaires

pour calculer les dépenses prévues.

**Usages compatibles :** Le Système de masse

salariale n'a que les deux fonctions décrites ci-

dessus. Les fichiers de mouvements relatifs à la

paye sont reçus après chaque jour de paye. Les

## Fichiers de renseignements personnels particuliers

### Comptabilité des dépenses (employés)

**Description :** Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

**Catégorie de personnes :** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements.

**But :** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

**Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant six ans et sont ensuite détruits.

**No. ADD :** 99/004  
**Renvoi au dossier # :** AAC DGI 914  
**Enregistrement (SCT) :** 002285  
**Numéro de fichier :** AAC PPE 817

### Groupe de la Direction – Documents du

#### Personnel

**Description :** Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, date de retraite possible, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent.

**Catégorie de personnes :** Membres du groupe de la direction à Agriculture et Agroalimentaire Canada.  
**But :** Pour aider dans la dotation des membres du groupe de la direction.

**Usages compatibles :** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction.

**Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans et sont ensuite détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** AAC DRH 860  
**Enregistrement (SCT) :** 002698  
**Numéro de fichier :** AAC PPE 819

#### Profil de gestion

**Description :** Collecte de données sur les facteurs globales entre les habilités de gestion d'un individu et le profil.

**Catégorie de personnes :** Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveau supérieur du groupe de la direction.

**But :** Le but de l'identification de cette différence discutée ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphasis sur les habilités spécifiques de formation et de perfectionnement.

**Usages compatibles :** Se référer à "l'objectif" de la banque.

**Normes de conservation et de destruction :** Conservation minimum de 5 ans et l'information est ensuite détruite.

**No. ADD :** 98/005  
**Renvoi au dossier # :** AAC DRH 860  
**Enregistrement (SCT) :** 002946  
**Numéro de fichier :** AAC PPE 820

#### Répertoire des compétences en recherche

**Description :** Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche et données sur les retraites.

**Catégorie de personnes :** Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle.

**But :** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs.

**Usages compatibles :** Planifier la demande future



## Agence Parcs Canada

Chapitre 38

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer (ces renseignements sont détenus par le ministère du Patrimoine canadien)

Dossier personnel d'un employé

Dotation

Évaluation et rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

## Agence spatiale canadienne

Chapitre 39

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

**Normes de conservation et de destruction :** Les

résultats sont conservés indéfiniment étant donné qu'ils peuvent être valides indéfiniment. Il arrive qu'ils doivent être divulgués en cas d'appel.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 921

**Enregistrement (SCT) :** 003211

**Numéro de fichier :** ARC PPE 807

**Système de rapports sur les congés et le**

**temps supplémentaire de l'Agence du revenu**

**du Canada**

**Description :** Ce fichier contient des données

détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, à l'exception de ceux qui ont été engagés pour une période déterminée de

moins de trois mois.

**Catégorie de personnes :** Employés de l'Agence **But :** Les données conservées dans ce fichier touchent la fréquence des congés, le temps

supplémentaire, le travail par postes et le temps

d'attente, par année financière, pour chaque

employé permanent de l'ARC et pour ceux qui ont été embauchés pour une période déterminée de

plus de trois mois. Le fichier sert à fournir des

renseignements aux cadres hiérarchiques au sujet du supplémentaire effectué par les employés et de leur solde de congés. Il sert aussi à accumuler les

données en vue de leur transmission sur bande,

par l'intermédiaire des Travaux publics et Services gouvernementaux Canada, pour répondre aux exigences du Conseil du Trésor. Des rapports

personnels contenant des renseignements

détaillés sur les congés et le temps

supplémentaire sont mis à la disposition des

employés à date fixe; ces rapports peuvent aussi

être obtenus sur demande. Cependant, il ne sont

accessibles que sur présentation d'une preuve

d'identité ou d'une autorisation appropriée.

**Usages compatibles :** La banque de données fournit aux cadres hiérarchiques des renseignements au sujet du temps supplémentaire effectué par les employés et de leur solde de congés. Elle sert aussi à recueillir des données qui sont transmises à

Travaux publics et Services gouvernementaux

Canada par bande magnétique, afin de respecter les exigences du Conseil du Trésor.

**Normes de conservation et de destruction :** Les données sont conservées pendant l'année courante et les deux suivantes, puis elles sont détruites.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 918

**Enregistrement (SCT) :** 003543

**Numéro de fichier :** ARC PPE 804

**Rapports de formation sur les logiciels de**

**traitement de texte**

**Description :** Ce fichier a trait à la formation

dispensée aux employés sur les logiciels de

traitement de texte. Il contient les commentaires

de l'instructeur ainsi qu'une copie de la lettre

envoyée au superviseur de l'employé pour lui faire

part des résultats de ce dernier. L'accès au fichier

n'est pas permis sans preuve d'identité ou

autorisation appropriée.

**Catégorie de personnes :** Employés de l'Agence

du revenu du Canada

**But :** Le fichier sert à retracer la formation reçue par les employés sur les logiciels de traitement de texte.

**Usages compatibles :** Aucun

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans, puis ils

sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 927

**Enregistrement (SCT) :** 002027

**Numéro de fichier :** ARC PPE 805

**Résultats de l'exercice « in-basket » pour la**

**supervision de l'ARC**

**Description :** Parmi les données que contient ce fichier, mentionnons les résultats d'exercices « in-

basket » pour la supervision, la date de l'examen

et les renseignements personnels sur le candidat,

tels ses nom et prénom et son code d'identification

de dossier personnel. On y trouve aussi, dans la

mesure où le candidat consent à fournir cette

information, son genre, sa date de naissance, le

nombre d'années de service qu'il a son actif, son

niveau de scolarité, son appartenance à un groupe

visé par les politiques d'équité en matière d'emploi

ainsi que le groupe et le niveau du poste.

**Catégorie de personnes :** Les documents

contenus dans le fichier ne portent que sur les

employé(e)s qui ont fait l'exercice « in-basket »

pour la supervision dans le cadre d'un processus

de dotation. Pour y avoir accès, il faut fournir une

preuve d'identité ou une autorisation en règle.

**But :** Ce fichier a été créé pour permettre à la

Section des normes de renouvellement du

personnel et services d'évaluation de la Direction

générale des ressources humaines de contrôler la

durée de la période d'attente, d'appliquer des

résultats d'examen d'un processus de sélection à

un autre et d'analyser les résultats d'examen, de

même que dans le but de recueillir des données

pour la recherche.

**Usages compatibles :** Cette information est

utiliser dans un processus de sélection pour

déterminer si un candidat est qualifié.



représentants de la Division du renouvellement du personnel et de la gestion de carrière, à Ottawa.

**Normes de conservation et de destruction :** Les données sont conservées jusqu'au moment de la retraite de l'employé ou pendant au moins deux ans après son départ de l'Agence, puis elles sont envoyées aux Archives.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 920

**Enregistrement (SCT) :** 005105

**Numéro de fichier :** ARC PPE 830

**Programme d'équité en matière d'emploi**

**Description :** Ce fichier renferme des renseignements tirés du questionnaire d'auto-identification appelé le Profil de l'effectif, qui donne à l'Agence du revenu du Canada (ARC) un compte exact et précis des employés qui composent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils ont une personne handicapée, un Autochtone un membre d'une minorité visible, et s'ils sont de sexe masculin ou féminin. Pour permettre l'identification des répondants, le code d'identification de dossier personnel de l'employé ainsi que son prénom et son nom de famille sont indiqués dans le questionnaire. Les renseignements recueillis sont confidentiels et sont protégés par la Loi sur la protection des renseignements personnels; ils sont gardés en lieu sûr à la Section de l'équité en matière d'emploi ainsi que dans un serveur sécurisé des Systèmes administratifs d'entreprise (SAE). Ils n'apparaissent pas dans le dossier personnel de l'employé et ne sont pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi, seuls les employés qui mettent en œuvre l'EE et ceux qui sont responsables de la mise à jour et du soutien des SAE pour l'Équité en matière d'emploi ont accès à ce fichier.

**Catégorie de personnes :** Employés de l'ARC

**But :** L'ARC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer la représentation des membres de groupes désignés (c.-à-d. les femmes, les Autochtones, les personnes handicapées et les membres des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela lui permet d'évaluer les progrès accomplis dans le domaine de l'équité en matière d'emploi. Les renseignements généraux figurent également dans le rapport annuel de l'ARC sur l'équité en matière d'emploi présenté au Parlement. Pour obtenir un tableau complet de l'effectif de l'ARC et pour déterminer les progrès qu'elle a accomplis en ce

qui a trait à l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes professionnels, les échelles salariales, le recrutement, les promotions et les cessations d'emploi, qui sont recueillis à l'aide des systèmes d'information existants.

**Usages compatibles :** Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ARC, visant à réaliser l'égalité en milieu de travail de façon à ce qu'aucune personne ne se voie refuser des d'avantages ou de chances en matière d'emploi ou pour des motifs étrangers à sa compétence et qui, à cette fin, s'emploie à corriger les désavantages subis dans le domaine de l'emploi par les quatre groupes désignés.

**Normes de conservation et de destruction :** Ces documents sont retenues pour un minimum de sept ans après que l'employé a quitté l'organisation, puis ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 926

**Enregistrement (SCT) :** 005107

**Numéro de fichier :** ARC PPE 820

**Programme de reconnaissance**

**Description :** La banque renferme des renseignements sur le Programme de reconnaissance de l'ARC. On y trouve notamment, pour chaque prix décerné, le nom de l'employé, une brève description de ses réalisations, le groupe et le niveau du poste qu'il occupe, son lieu de travail et le prix qui lui a été attribué.

**Catégorie de personnes :** Employés de l'Agence qui ont été mis en candidature pour un prix local, régional ou d'une direction générale, un Prix d'excellence de l'ARC, une prime pour longs services, une prime à l'initiative ou un prix externe.

**But :** Faciliter l'administration du Programme de reconnaissance de l'ARC.

**Usages compatibles :** Quelques bureaux locaux se servent du fichier pour gérer l'information. Certains dossiers sont gardés de façon nationale. **Normes de conservation et de destruction :** Les dossiers doivent être conservés pendant cinq ans, après quoi ils sont détruits. Tout dossier qui constitue un précédent doit être transmis à la Section de la gestion de l'information. Les dossiers financiers doivent être conservés pendant cinq ans, puis être détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 921

**Enregistrement (SCT) :** 003212

**Numéro de fichier :** ARC PPE 810

## Fichiers de renseignements personnels particuliers

### Dossiers de médiation

**Description :** Ce fichier contient des renseignements sur les médiation tenues entre

employés de l'ARC. Après chaque cas, tous les

médiateurs, internes ou externes, remplissent un

rapport de médiation et le font suivre d'une façon

privée et confidentielle au Bureau de gestion des

différends (BGD). L'information est placée sous clé

dans une enveloppe scellée qui peut contenir le

consentement à la médiation, les notes du

médiateur et l'entente de règlement.

**Catégorie de personnes :** Employés de l'ARC

ayant participé à une session de médiation

**But :** Le but de ce fichier est d'assurer la qualité

constante et la confidentialité dans le classement

des documents de médiation.

**Usages compatibles :** Les rapports de médiation

sont utilisés par le personnel du BGD à des fins

statistiques et d'assurance de la qualité. Les

dossiers de médiation ne sont consultés par le

personnel du Bureau que dans les circonstances

suivantes : pour contacter les parties au sujet

d'activités se rapportant ou non à des cas précis

de médiation ou pour contrôler la nature des

ententes de règlement.

**Normes de conservation et de destruction :** Les

dossiers de médiation sont conservés pendant

deux ans après l'achèvement de la médiation, puis

ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 926

**Enregistrement (SCT) :** 005106

**Numéro de fichier :** ARC PPE 825

### Exclusions des postes de direction et de

#### confiance

**Description :** Ce fichier contient des

renseignements sur les critères d'exclusion du

poste, le numéro et le titre de celui-ci, l'endroit où

se trouve l'organisation, le nom de l'unité de

négociation, la date d'entrée en vigueur du statut

d'exclusion, le nom de l'employé, son numéro

d'identification personnel ainsi que le groupe et le

niveau auxquels il appartient.

**Catégorie de personnes :** Employés de l'ARC qui

occupent ou qui ont occupé un poste exclu de

direction ou de confiance

**But :** Ce fichier a pour but de maintenir une liste complète de tous les postes de gestion ou de confiance qui sont visés par une exclusion à l'Agence.

**Usages compatibles :** On recueille les données

afin de traiter les propositions d'exemption de poste

ou de mettre à jour les renseignements relatifs aux

postes déjà exclus (groupe et niveau, titre, titulaire,

etc.). Certains renseignements contenus dans le

fichier sont transmis à la Commission des relations

de travail dans la fonction publique (CRTFP) et à

l'agent négociateur désigné, tandis que d'autres

sont communiqués aux bureaux locaux et

régionaux des Ressources humaines, notamment

aux services de la Rémunération, pour qu'ils

prennent les mesures nécessaires.

**Normes de conservation et de destruction :** Les

renseignements sont conservés jusqu'à ce que le

poste perde son statut d'exclusion, puis ils sont

détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ARC NDP 926

**Enregistrement (SCT) :** 000003

**Numéro de fichier :** ARC PPE 812

### Profil des employés

**Description :** Ce fichier contient les

renseignements personnels concernant chacun des

employés de l'ARC, y compris leurs nom, adresse,

code d'identification, expérience et capacités,

évaluations du rendement, résultats d'évaluations

des compétences, dossiers de formation et

d'apprentissage ainsi que des informations sur leur

perfectionnement de carrière.

**Catégorie de personnes :** Employés de l'ARC

**But :** Ce fichier sert à tenir à jour les

renseignements sur tous les employés dans le but

d'apparier leurs compétences avec les profils de

compétences des postes à des fins de dotation, de

planification des ressources humaines, de soutien

de la planification de carrière, de gestion de la

dotation et du perfectionnement, de même que pour

l'évaluation et la gestion du rendement.

**Usages compatibles :** Les données sont utilisées

par les tiers examinateurs internes et externes, les

employés de la vérification et de l'évaluation

interne, les gestionnaires (pour la prise de décisions

particulières); les représentants des ressources

humaines (pour l'analyse, la rémunération et la

planification des ressources humaines); les



**Système de rapports de congé et de temps supplémentaire – Agence des douanes et revenu du Canada**

**Description :** Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois.

**Catégorie de personnes :** Employés de l'Agence.  
**But :** Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de l'ASFC, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Des rapports personnels contenant des renseignements détaillés sur les congés et le temps supplémentaire sont mis à la disposition des employés à date fixe; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :** L'année courante plus deux ans, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 003543

**Numéro de fichier :** ASFC PPE 804

**Tests des inspecteurs des douanes**

**Description :** Ce fichier contient les résultats des tests d'aptitude subis par les personnes dont la candidature est prise en considération dans la sélection de candidats en vue de combler des postes d'inspecteur des douanes au sein de l'ASFC. **Catégorie de personnes :** Toutes les personnes qui sont intéressées à un poste d'inspecteur des

**Fichiers de renseignements personnels ordinaires**

**Renvoi au dossier # :** ASFC NDP 921  
**Enregistrement (SCT) :** 002195  
**Numéro de fichier :** ASFC PPU 017

docteur à l'ASFC. L'accès n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée.  
**But :** Ce fichier est utilisé afin de compiler les résultats des tests qui serviront à la sélection des candidats qui combleront des postes d'inspecteur des douanes à l'Agence.  
**Usages compatibles :** Les résultats des tests pourraient être communiqués à des fins de recours. Les données de ce fichier sont utilisées à des fins d'analyse statistique et de recherche. Lorsqu'ils sont utilisés aux fins susmentionnées, les renseignements de ce fichier sont combinés à ceux qui sont contenus dans le fichier normalisé ARC PSE 902.  
**Normes de conservation et de destruction :** Les dossiers sont conservés pour une période indéfinie étant donné que les résultats des tests peuvent être valide indéfiniment.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** ASFC NDP 921  
**Enregistrement (SCT) :** 002195  
**Numéro de fichier :** ASFC PPU 017

**Aide aux employées**  
Cartes d'identification et laissez-passer  
Code de valeur et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail

donne à l'Agence des services frontaliers du Canada (ASFC) un compte exact et précis des employés qui constituent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils sont une personne handicapée, un Autochtone, un membre d'un groupe des minorités visibles, et s'ils sont de sexe masculin ou féminin. À des fins d'identification, on inclut dans le questionnaire le code d'identification du dossier personnel de l'employé ainsi que son prénom et son nom de famille. Ces renseignements sont confidentiels et protégés par la Loi sur la protection des renseignements personnels, et ils font l'objet d'un stockage sécurisé au sein de la section de l'équité en matière d'emploi, ainsi que dans un serveur sécurisé des Systèmes administratifs d'entreprise (SAE). Ces renseignements n'apparaissent pas dans le dossier personnel de l'employé et ne seront pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi (EME), seuls les employés qui mettent en œuvre l'équité en matière d'emploi ainsi que ceux qui sont responsables de la mise à jour et du soutien des SAE pour l'équité en matière d'emploi ont accès à ces renseignements. **Catégorie de personnes** : Employés de l'ASFC. **But** : L'ASFC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer le degré de sous représentation des membres des groupes désignés (c.-à-d. les femmes, les peuples autochtones, les personnes handicapées et les membres des groupes des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela permet à l'ASFC d'évaluer les progrès accomplis en ce qui touche l'équité en matière d'emploi. Les renseignements globaux apparaitront également dans le rapport présenté par l'ASFC au Parlement sur l'équité en matière d'emploi. Pour obtenir un tableau complet de l'effectif de l'ADRC et pour déterminer les progrès qui ont été accomplis en ce qui touche l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes professionnels, les échelles salariales, les personnes embauchées, les promotions et les départs, qui sont recueillis à partir des systèmes d'information existants.

**Usages compatibles** : Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ASFC dans son travail visant à réaliser l'égalité en milieu de travail

de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés. Normes de conservation et d'élimination de documents sont retenus pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite. **No. ADD** : 98/005

**Renvoi au dossier #** : ASFC POE 918  
**Enregistrement (SCT)** : 005107  
**Numéro de fichier** : ASFC PPE 820

**Système de la gestion des activités et coûts**

**Description** : Les renseignements contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationnel projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non déclarée. **Catégorie de personnes** : Les personnes identifiées dans ce fichier sont toutes les employées de l'Agence des services frontaliers du Canada, ainsi que des individus embauchés d'un service contractuel d'emploi.

**But** : Ce fichier est de maintenir les données d'utilisation de la production, en terme de temps et coûts, pour tous les employés de l'Agence, qu'ils soient indéterminés, termes, occasionnels ou embauchés d'un service contractuel d'emploi. Ce fichier fournit aux gestionnaires et aux systèmes de gestion de l'information, des renseignements au sujet des coûts et du temps de production des employés de l'Agence et des individus embauchés sous contrat à l'aide d'une série de rapports. Un rapport individuel contenant des renseignements sur les activités d'un employé pour l'année courante à ce jour peut être produit sur demande. L'accès ne sera pas permis sans preuve adéquate d'identification et/ou d'autorité.

**Usages compatibles** : Aucun.

**Normes de conservation et de destruction** : Les renseignements contenus dans ce fichier doivent être maintenus pour deux ans.

**No. ADD** : 98/005

**Renvoi au dossier #** : ASFC NDP 921  
**Enregistrement (SCT)** : 003544  
**Numéro de fichier** : ASFC PPE 811



d'authentification) et les rapports de l'ASFC sont conservés pendant au moins six ans. Tous les renseignements sont classés Protégé B et détruits conformément aux lignes directrices de la GRC.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 004487

**Numéro de fichier :** ASFC PPE 818

**Opérations et questions relatives au personnel**

**Description :** Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption, d'abus de confiance et d'un usage non acceptable des réseaux électroniques de l'Agence, ou d'inconduite visant des employés de l'Agence des services frontaliers du Canada. L'accès de fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée.

**Catégorie de personnes :** Employés de l'Agence des services frontaliers du Canada qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption, abus de confiance, usage non acceptable d'un réseau électronique de l'Agence ou d'inconduite.

**But :** Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés de l'Agence.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :**

Ces dossiers sont conservés cinq ans après la fermeture du dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 002026

**Numéro de fichier :** ASFC PPE 803

**Profil des employés**

**Description :** Ce fichier contient les renseignements personnels concernant chaque

employé de l'ASFC, y compris, le nom, l'adresse, code d'identification, l'expérience et les capacités, les évaluations du rendement, les résultats des évaluations des compétences, les dossiers de formation et apprentissage, et les informations sur le développement de carrière.

**Catégorie des personnes :** Les employés de l'ASFC.

**But :** Pour maintenir à jour les informations sur

chaque employé pour les fins de : aligner les compétences des employés avec les profils de compétences les postes afin de dotation, planification des ressources humaines, pour

supporter la planification de carrière du futur et pour l'évaluation et gestion du rendement des employés. **Usages compatibles :** Les tiers parties internes et externes; les employés de la vérification et l'évaluation interne; les représentants des ressources humaines pour l'analyse et planification des ressources humaines; représentants de la division de renouvellement du personnel et gestion de carrière, Ottawa.

**Normes de conservation et de destruction :** Au

moment de la retraite ou du départ de l'employé et pour un minimum de deux ans après cette date et

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC POE 921

**Enregistrement (SCT) :** 005105

**Numéro de fichier :** ASFC PPE 830

**Programme de reconnaissance**

**Description :** La banque renferme des

renseignements sur le Programme de reconnaissance de l'ASFC. Les renseignements suivants peuvent figurer dans la banque : nom de l'employé; brève description de ses réalisations; groupe, niveau et lieu de travail de l'employé; et le type de prix reçu par l'employé.

**Nota :** Ce fichier s'intitulait Innovation et

Excellence antérieurement.

**Catégorie de personnes :** Employés de l'Agence qui ont été mis en nomination pour un prix local, régionale ou d'une direction générale; un prix pour

long service, ou un prix externe.

**But :** Aider à l'administration du Programme de

reconnaissance.

**Usages compatibles :** Certains bureaux locaux se servent de la banque pour des fins de gestion d'information. Certains dossiers de la banque sont gardés de façon nationale.

**Normes de conservation et de destruction :**

Une fois clos, les dossiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 003212

**Numéro de fichier :** ASFC PPE 810

**Programme d'équité en matière d'emploi**

**Description :** Cette banque renferme des renseignements provenant du questionnaire d'auto identification appelé le Profil de l'effectif qui

constante et la confidentialité dans le classement des documents de médiation.

**Usages compatibles :** Les rapports de médiation ne seront utilisés par le personnel du BGD qu'à des fins statistiques et d'assurance de la qualité. Les dossiers de médiation ne seront vus par le personnel du BGD que dans les circonstances suivantes : besoin de contacter les parties par rapport à des activités se rapportant aux cas de médiation ou à des activités de suivi non-relées aux cas spécifiques, et dans le monitoring des ententes de règlement.

**Normes de conservation et de destruction :** Les dossiers de médiation sont conservés pendant deux ans après l'achèvement de la médiation et détruits par la suite.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC POE 926

**Enregistrement (SCT) :** 005106

**Numéro de fichier :** ASFC PPE 825

**Identification interne de l'infrastructure à clé publique (ICP)**

**Description :** Selon la Politique sur les certificats internes de l'Autorité de certification (AC) de l'ASFC, l'identité des personnes employées par l'ASFC doit être vérifiée avant l'émission des certificats de l'ICP permettant les transactions en ligne sécuritaires. Les renseignements peuvent être recueillis sur support papier ou électronique et peuvent comprendre des renseignements protégés, tels que le nom, le CDP ou la date de naissance de l'employé. Les renseignements recueillis pour les besoins de l'identification et de l'authentification comprennent le nom de l'employé et l'adresse de courriel SMTP qui sont publiés dans le répertoire X.500.

**Catégorie de personnes :** Les employés, les entrepreneurs, les rôles organisationnels et les applications de l'ADRC.

**But :** Les certificats de l'IPC serviront à permettre à tous les employés de l'ASFC de faire du télétravail et d'avoir un système de courriel électronique protégé.

**Usages compatibles :** Les renseignements recueillis avant la délivrance des certificats de l'ICP serviront à des fins d'identification et d'authentification seulement.

**Normes de conservation et de destruction :** Tous les renseignements contenant des renseignements de nature délicate en texte clair sont stockés en vertu de la Politique gouvernementale en matière de sécurité (PGS). La correspondance (entente d'abonnements et autres renseignements d'identification et

**Fiche d'utilisation de matériel par les employés**

**Description :** Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée.

**Catégorie de personnes :** Employés de L'Agence des services frontaliers du Canada.

**But :** Le but de fichier est de fournir l'historique de la formation des employés sur le logiciel de traitement de texte.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :** Ces dossiers sont conservés pendant cinq ans.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 927

**Enregistrement (SCT) :** 002027

**Numéro de fichier :** ASFC PPE 805

**Fiches de prêt personnel**

**Description :** Ce fichier contient des fiches et des accords écrits qui servent à assigner l'attribution de matériel, en particulier de l'équipement aux employés de l'Agence aux fins d'utilisation en dehors des locaux gouvernementaux.

**Catégorie de personnes :** Les renseignements se rapportent aux employés de l'Agence des services frontaliers du Canada.

**But :** Assurer le suivi du matériel et savoir précisément où il se trouve lorsqu'il est utilisé en dehors des locaux gouvernementaux.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant deux ans après la remise de l'article, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 927

**Enregistrement (SCT) :** 001764

**Numéro de fichier :** ASFC PPE 806

**Fichiers de médiation**

**Description :** Ce fichier contient des renseignements sur des médiations tenues entre employés de ASFC. Tous les médiateurs, internes ou externes, remplissent un Rapport de médiation et le font suivre d'une façon privée et confidentielle au Bureau de gestion des différends. L'information est classée dans un dossier placé sous clé et dans une enveloppe scellée qui peut contenir les documents suivants : l'entente à la médiation, les notes du médiateur et l'entente de règlement.

**Catégorie de personnes :** Les employé/es de ASFC qui ont participé à une session de médiation.

**But :** Le but de ce fichier est d'assurer une qualité



# Agence des services frontaliers du Canada

Chapitre 36

## Fichiers de renseignements personnels particulier

### Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)

**Description :** Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnées aux fins de consultation du dossier.

**Catégorie de personnes :** Employé(e)s de l'Agence des services frontaliers du Canada qui participent ou ont participé(e)s au Programme de formation des nouveaux inspecteurs des Douanes. **But :** Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :** Deux ans suivant la fin de la période de formation, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC OPS 003

**Enregistrement (SCT) :** 000002

**Numéro de fichier :** ASFC PPE 801

### Enquêtes internes

**Description :** Ce fichier contient des rapports d'enquête et la correspondance échangée entre les fonctionnaires de l'Agence des services frontaliers du Canada concernant la confirmation ou la réfutation d'allégations contre des employés.

**Catégorie de personnes :** Employés actuels ou anciens de l'Agence des services frontaliers du Canada et des membres du public qui ont été interviewés au cours des enquêtes.

**But :** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant toute infraction, alléguée ou soupçonnée envers un employé qui serait en violation de la législation de l'Agence des services frontaliers du Canada ou d'autres lois, qui pourrait être nuisible aux intérêts de l'Agence. Le

fichier contient aussi des notes d'entrevues avec les membres du public au cours des enquêtes. Ces renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, la politique du Conseil du Trésor sur les Pertes de deniers et infractions et autres actes illégaux commis contre la Couronne, et la politique de l'Agence des douanes et du revenu du Canada sur les conditions d'emploi. **Usages compatibles :** Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête ou d'exécution de la loi prévue par d'autres lois applicables et au Ministère de la Justice. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant cinq ans après la fermeture du dossier, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 000004

**Numéro de fichier :** ASFC PPE 813

### Exclusions des préposés à la gestion et à des fonctions confidentielles

**Description :** Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du poste, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'employé.

**Catégorie de personnes :** Employés de ASFC qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance.

**But :** Ce fichier a pour but de maintenir une liste complète de tous les postes exclus de gestion ou de confiance à l'Agence.

**Usages compatibles :** Aucun.

**Normes de conservation et de destruction :** Les renseignements sont retenus jusqu'à ce que le poste perde son statut d'exclusion, après quoi ils sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ASFC NDP 921

**Enregistrement (SCT) :** 000003

**Numéro de fichier :** ASFC PPE 812

# Agence de promotion économique du Canada atlantique

Chapitre 34

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Politique de reconnaissance

Rémunération et avantages

Sécurité et santé au travail

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Stationnement

Rémunération et avantages

Présences et congés

Stationnement

Sécurité et santé au travail

Rémunération et avantages

Programme d'équité en matière d'emploi

Présences et congés

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Harcèlement

Griets

Formation et perfectionnement

Évaluation du rendement

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeur et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation



# Agence de la consommation en matière financière du Canada

## Chapitre 33

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation

Réseau d'aménagement pour les personnes handicapées employées au sein de la fonction publique fédérale  
**Description :** L'information recueillie comprend le nom, le sexe, le ministère ou l'organisme employeur, la description du poste, du type d'aide sollicitée, le statut personnel (déficience physique ou assistée), la langue préférée, l'évaluation pour l'aménagement du lieu de travail (provisions spécifiques de l'assistance requise, description du lieu de travail, si d'autres personnes ayant une déficience travaillent dans le même secteur, adaptation du lieu de travail ainsi que le nom du superviseur à qui demander de l'information).  
**Catégorie de personnes :** Les personnes handicapées employées de la fonction publique fédérale, les gestionnaires, les chefs d'équipe, les coordinateurs en EE.  
**But :** Information sur l'aide fournie aux personnes handicapées ou sollicitée par les personnes handicapées employées de la fonction publique fédérale.  
**Usages compatibles :** Renseignements statistiques (chiffres seulement) et création d'un répertoire des mesures relatives aux aménagements spéciaux dans le But d'améliorer la planification des futurs programmes. L'information pourrait être partagée dans le But de régler les questions d'aménagement en milieu de travail (avec la permission du répondeur).  
**Normes de conservation et de destruction :** À déterminer.

### Fichiers de renseignements personnels ordinaires

No. ADD : À déterminer  
Renvoi au dossier # : AGRHFPC PRRHD 320  
Enregistrement (SCT) : 005081  
Numéro de fichier : AGRHFPC PPE 810

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu. Aide aux employés  
Autorisations sécuritaires  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Dossier personnel d'un employé  
Dotation  
Équité en matière d'emploi  
Évaluation du rendement  
Formation et perfectionnement  
Griets  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement  
Vérification de la fiabilité

publique, Statistique Canada, les assureurs des régimes d'assurance collective de la fonction publique, la Commission des relations de travail dans la fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les congés; Système d'information des services supplémentaires; Système d'information sur les postes et la classification; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatiques (CFP PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Données électroniques sont conservées pendant une période de 25 ans et ensuite détruits. Dossiers textuels et électroniques: les documents sont conservés pendant une période de 10 ans et ensuite détruits.

**No. ADD :** 93/031

**Renvoi au dossier # :** AGRHFPC PRRHD 130

**Enregistrement (SCT) :** 002321

**Numéro de fichier :** AGRHFPC PCE 741

## Fichiers de renseignements personnels particuliers

### Plaintes de harcèlement

**Description :** Ce fichier contient la

correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les

personnes qui communiquent avec la présidente

du Conseil du Trésor ou des employés de

Secrétariat au sujet de leur plainte de

harcèlement. Ce fichier a pour But d'emmagasiner les renseignements nécessaires pour répondre

aux lettres concernant les cas de harcèlement. Les

Usages compatibles servent également à fournir de l'information particulière et/ou générale pour des recherches.

**Catégorie de personnes :** Il vise les personnes qui communiquent avec la présidente du Conseil du Trésor ou des représentants du Secrétariat du Conseil du Trésor au sujet de leur plainte de harcèlement.

**But :** Ce fichier sert également à consigner de l'information nécessaire pour répondre à la correspondance portant sur les plaintes de harcèlement.

**Usages compatibles :** Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant dix (10) ans et sont ensuite transférésa Bibliothèque et Archives Canada.

**No. ADD :** 93/031

**Renvoi au dossier # :** AGRHFPC BVEFP 926

**Enregistrement (SCT) :** 003582

**Numéro de fichier :** AGRHFPC PPE 804

**Prix d'excellence**

**Description :** Le fichier comprend des informations sur les employés de l'Agence de gestion des ressources humaines de la fonction publique du Canada et du Secrétariat du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives.

**Catégorie de personnes :** Tous les employés de l'Agence de gestion des ressources humaines de la fonction publique du Canada et du Secrétariat du Trésor désignés candidats aux primes pour services exemplaires.

**But :** Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT.

**Usages compatibles :** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés.

**Normes de conservation et de destruction :** Le fichier général est conservé pendant 10 ans et transférésa Bibliothèque et Archives Canada. Les autres fichiers sont conservés pendant 10 ans et puis détruits.

**No. ADD :** 93/031



mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

**Usages compatibles :** Ce système sert de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la Fonction publique, les Statistiques Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Dossiers informatisés: les dossiers sont détruits lorsque les besoins opérationnels sont épuisés. Dossiers textuels et électroniques: Les documents sont conservés pour une période de 10 ans et ensuite détruits.

**No. ADD :** 93/031

**Renvoi au dossier # :** AGRHFPC PRRHD 918

**Enregistrement (SCT) :** 005059

**Numéro de fichier :** AGRHFPC PCE 765

**Système Versements/Retenues**

**Description :** Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'administration fédérale. Le dossier de l'employé peut contenir des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, la date de naissance, le

traitement, le nom, et la classification de l'employé. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'employé.

**Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

**But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (apparaissant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langages officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

**Usages compatibles :** Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, le Fichier de données sur l'équité en matière d'emploi, la Commission de la fonction publique, les agents négociateurs de la fonction





**Renvoi au dossier # : AGRHFPC PRRHD 918**  
**Enregistrement (SCT) : 005058**  
**Numéro de fichier : AGRHFPC PCE 764**

#### **Système de rapports sur les services**

**supplémentaires**

**Description :** Ce fichier renferme le dossier de l'utilisation du surtemps et des services

supplémentaires de chaque employé de

l'administration fédérale. Le dossier de l'employé

renferme des renseignements personnels tels que le

sex, le code d'identification de dossier personnel, la

date de naissance, le nom, le traitement, la

classification, et les heures de travail de l'employé,

ainsi que la fréquence et le type de services

supplémentaires.

**Catégorie de personnes :** Toutes les personnes

dont le Conseil du Trésor est l'employeur en vertu

de la Loi sur les relations de travail dans la Fonction

publique, annexe 1, partie 1.

**But :** La cueillette des informations d'intérêt pour les

activités de gestion du personnel se fait en vertu des

autorisations et obligations précisées à la Loi sur la

gestion des finances publiques (auparavant la Loi

sur l'administration financière), ainsi qu'à la Loi sur

les relations de travail dans la fonction publique. En

outre, l'Agence de gestion des ressources humaines

de la fonction publique du Canada maintient des

systèmes d'information sur les employés de la

fonction publique conformément aux pouvoirs

généraux que lui confèrent les dites lois. Ce fichier

est la source principale de données sur l'utilisation

du surtemps et des services supplémentaires pour

les utilisateurs l'Agence de gestion des ressources

humaines de la fonction publique du Canada et il

sert à la planification, la mise en œuvre, l'évaluation

et la surveillance des politiques gouvernementales.

Les données servent à étayer les activités de

planification et de gestion des ressources humaines,

qui comprennent la négociation collective, l'analyse

de la rémunération, les programmes d'équité en

emploi, ainsi que la planification, la mise en œuvre,

l'évaluation et la surveillance des politiques relatives

au personnel. On s'en sert en outre pour répondre à

des demandes de renseignements particuliers, pour

mener des recherches, des études spéciales et des

enquêtes portant sur les questions relatives au

personnel, ainsi que pour les demandes de

renseignements en vertu de la Loi sur l'accès à

l'information et de la Loi sur la protection des

renseignements personnels

**Usages compatibles :** Ce système sert de source

d'information pour l'Agence de gestion des

ressources humaines de la fonction publique du

Canada, la Banque de données sur l'équité en

emploi, Statistique Canada, ainsi que pour d'autres

ministères et organismes fédéraux. On peut se

servir de ce système comme source d'information

pour les fichiers suivants: Système d'information des

titulaires; Système Versements/Retenues; Système

de rapports sur les congés; Système de traitement

de la fonction publique; Système sur les avantages

sociaux à l'intention des membres de la gestion

supérieure et de la catégorie de la gestion et le

fichier des Systèmes informatisés statistiques (CFF

PCE 761) que détient la Commission de la fonction

publique. Il est également possible d'établir des

liaisons avec les fichiers énumérés ci-dessus. Toutes

les liaisons concernant l'administration des

ressources humaines et des plans de rémunération

sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels.

**Normes de conservation et de destruction :** Les

dossiers informatisés: les dossiers sont détruits

lorsque les besoins opérationnels sont éliminés.

Dossiers textuels et électroniques: Tous les

documents à l'exception de ceux portant sur les

négociations sont conservés pendant 10 ans et puis

détruits. Les documents sur les négociations sont

conservés pendant 10 ans et transférés à

Bibliothèque et Archives Canada.

**No. ADD :** 94/011

**Renvoi au dossier # :** AGRHFPC PRRHD 918

**Enregistrement (SCT) :** 005054

**Numéro de fichier :** AGRHFPC PCE 747

#### **Système de suivi des griefs de classification**

**Description :** Ce fichier peut contenir de

l'information sur tous les aspects des griefs,

portant sur la classification des postes déposés

par les employés conformément à la politique sur

les griefs de classification, soit le titre du poste, sa

classification et sa cote, son numéro et le numéro

du poste du superviseur, le nom de l'employé et

son code d'identification de dossier personnel, un

sommaire des délibérations et la recommandation

du comité. Le système est lié au Système

d'information sur les postes et la classification

(SIPC).

**Catégorie de personnes :** Tous les employés

fédéraux dont le Conseil du Trésor est considéré

comme l'employeur en vertu de la Loi sur les

relations de travail dans la Fonction publique et qui

ont présenté des griefs de classification.

**But :** Ce fichier sert à conserver des documents

relatifs à tous les griefs de classification, à la fois

ceux pour lesquels les ministères ont la délégation

de pouvoir, de même que ceux pour lesquels ils

n'en ont pas.

**Usages compatibles :** L'information sert à

gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

**Usages compatibles :** Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système Versements/Rétenués; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de d'information sur les postes et la classification; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFFP PCE 761) que détiennent la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers informatisés: sont détruits lorsque les besoins opérationnels sont épuisés. Dossiers textuels et électroniques: Les documents sont conservés pour une période de 10 ans et ensuite détruits.

**No. ADD :** 93/031

Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le Système d'information sur les postes et la classification. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les données informatisées: les dossiers n'ont aucune valeur historique et sont détruits lorsque les besoins opérationnels sont épuisés. Dossiers textuels et électroniques: les documents sont conservés pendant 10 ans et ensuite détruits.

**No. ADD :** 94/011

**Renvoi au dossier # :** AGRHFPC GMRH 426

**Enregistrement (SCT) :** 005051

**Numéro de fichier :** AGRHFPC PCE 743

**Système de rapports sur les congés**

**Description :** Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés.

**Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique.

**But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques



postes du groupe de la direction.

**Usages compatibles** : Sert aussi pour la

recherche et à des fins statistiques.

**Normes de conservation et de destruction** :

Dossiers informatisés : transférés annuellement

Bibliothèque et Archives Canada. Dossiers textuels

et électroniques : les documents sont conservés

pendant 10 ans et transférés à Bibliothèque et

Archives Canada.

**No. ADD** : 93/031

**Renvoi au dossier #** : AGRHFPC LRL 400

**Enregistrement (SCT)** : 005053

**Numéro de fichier** : AGRHFPC PCE 745

**Système d'information sur les langues**

**officielles (SILO II)**

**Description** : Le SILO II est un fichier central

contenant des renseignements sur les ressources

nécessaires aux institutions pour leur permettre de

s'acquitter de leurs obligations en matière de

langues officielles. Le fichier peut contenir les

noms des employés et des renseignements

notamment sur la catégorie d'emploi, la première

langue officielle, les exigences de communication

relativement au service au public, les services

internes et la surveillance. Source des données :

les données proviennent des institutions soit au

moyen d'un rapport sommaire en complétant 5

formulaires ou encore en soumettant un fichier

électronique des données sur une base annuelle.

**Catégorie de personnes** : Tous les employés des

institutions fédérales et des organismes privés

assujettis à la Loi sur les langues officielles à

l'exception des employés de la Fonction publique

(Annexe 1 Partie 1 de la Loi sur les relations de

travail dans la Fonction publique) nommés pour

une période indéterminée ou une période

déterminée de plus de trois mois.

**But** : En vertu de la Loi sur les langues officielles

de 1988, un rapport annuel au Parlement sur la

situation des programmes de langues officielles

dans ces institutions sera présentée.

**Usages compatibles** : Les renseignements

servent aux fins de statistiques dans le cadre de la

surveillance du volet du Programme des langues

officielles ayant trait aux obligations linguistiques.

**Normes de conservation et de destruction** : Les

dossiers informatisés : les données sont transférées

annuellement à Bibliothèque et Archives Canada.

Dossiers textuels et électroniques : à déterminer.

**No. ADD** : 94/004

**Renvoi au dossier #** : AGRHFPC DLO 047

**Enregistrement (SCT)** : 005061

**Numéro de fichier** : AGRHFPC PCE 775

**Système d'information sur l'exclusion (EXCL)**

**Description** : Ce fichier renferme tous les dossiers

d'exclusions d'employés de l'administration

fédérale. Le dossier de l'employé renferme des

renseignements personnels tels que le sexe, le

nom et la classification de l'employé, ainsi que les

dates de nomination. On y retrouve également les

raisons de l'exclusion.

**Catégorie de personnes** : Tous les employés qui

ont été exclus dans le passé ou qui le sont

actuellement et dont le Conseil du Trésor est

l'employeur en vertu de la Loi sur les relations de

travail dans la Fonction publique.

**But** : Les informations d'intérêt pour les activités

de gestion du personnel sont recueillies en vertu

des autorisations et obligations précisées à la Loi

sur la gestion des finances publiques (apparaissant

la Loi sur l'administration financière), ainsi qu'à la

Loi sur les relations de travail dans la Fonction

publique. En outre, l'Agence de gestion des

ressources humaines de la fonction publique du

Canada maintient des systèmes d'information sur

les employés de la Fonction publique

conformément aux pouvoirs généraux que lui

confèrent les dites lois. Ce fichier est la source

principale de données sur l'exclusion pour les

utilisateurs l'Agence de gestion des ressources

humaines de la fonction publique du Canada et il

sert à la surveillance du processus d'exclusion,

ainsi qu'à étayer les activités de planification et de

gestion des ressources humaines, qui

comprennent la négociation collective, la

désignation des employés, l'analyse de la

rémunération, ainsi que la planification, la mise en

œuvre, l'évaluation et la surveillance des politiques

relatives au personnel. On s'en sert en outre pour

répondre à des demandes de renseignements

particuliers, pour mener des recherches, des

études spéciales et des enquêtes portant sur les

questions relatives au personnel, ainsi que pour les

demandes de renseignements en vertu de la Loi

sur l'accès à l'information et de la Loi sur la

protection des renseignements personnels.

**Usages compatibles** : Ce système peut servir de

source d'information pour l'Agence de gestion des

ressources humaines de la fonction publique du

Canada, les agents négociateurs de la Fonction

publique, la Banque de données sur l'équité en

emploi, la Commission des relations de travail dans

la Fonction publique, ainsi que pour d'autres

ministères et organismes fédéraux. On peut se

servir de ce système comme source d'information

pour les fichiers suivants : Système d'information

des titulaires; Système Versements/Retenues;



Programme des langues officielles. La fiche de poste comporte le code d'identification du dossier personnel (CIDP). On y retrouve également des données sur la classification du poste, le Système d'information sur les langues officielles (SILO) et le Système de collecte de données sur les postes (SCDP).

**Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1.

**But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminées aux ministères pour être révisées et corrigées, s'il y a lieu.

**Usages compatibles :** Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique,

Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFCP 761) que détient la Commission de la fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers informatisés : Une entente sera conclue pour le transfert des dossiers annuel des données des SIPCa Bibliothèque et Archives Canada. Les officielles (SILO) et du Système de collecte de données sur les postes (SCDP) ont été transférées a Bibliothèque et Archives Canada jusqu'en 1995 quand il est été remplacés par le SIPC. Données informatisées : Les dossiers textuels et électroniques pour le nouveau SIPC n'existent pas. Les dossiers textuels et électroniques pour SCDP sont conservés pendant 10 ans et sont transférés Bibliothèque et Archives Canada.

**No. ADD :** 93/031

**Renvoi au dossier # :** AGRHFPC PRRHD 921

**Enregistrement (SCT) :** 002318

**Numéro de fichier :** AGRHFPC PCE 784

**Système d'information sur la classification des postes du groupe de la direction**

**Description :** Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans la Fonction publique.

**Catégorie de personnes :** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique).

**But :** Aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministères et au processus de classification des



## Système d'information des titulaires

**Description :** Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues.

**Catégorie de personnes :** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

**But :** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération, les langues officielles, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en

vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, la Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. Des données globales sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFF PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers informatisés sont transférés à Bibliothèque et Archives Canada à chaque année. Dossiers textuels et électroniques: Les documents sont conservés pendant 10 ans et sont transférés à Bibliothèque et Archives Canada. **No. ADD :** 93/031 et 94/011

**Renvoi au dossier # :** AGRHFPC PRRHD 130  
**Enregistrement (SCT) :** 002316  
**Numéro de fichier :** AGRHFPC PCE 753

**Système d'information sur les postes et la classification**

**Description :** Ce fichier renferme le dossier de classification du poste de chaque employé de l'administration fédérale et peut contenir de l'information sur les numéros de poste. Le système sert avant tout à appuyer l'élaboration et l'administration du système de classification et du

**Usages compatibles** : Le fichier est utilisé pour identifier les employés en vue de les réévaluer pour une affectation. Il sert également à des fins statistiques et à la planification des ressources humaines.

**Normes de conservation et de destruction** : À déterminer.

**No. ADD** : sans objet

**Renvoi au dossier #** : AGRHFPC DCG 005

**Enregistrement (SCT)** : 002870

**Numéro de fichier** : AGRHFPC PCE 782

**Système d'examen des normes de**

**classification**

**Description** : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant indirectement des données par l'intermédiaire du Système d'information sur les postes et la classification (SIPC) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le code d'identification de dossier personnel est attribué à chaque fonctionnaire fédéral.

**Catégorie de personnes** : Les particuliers

occupant des postes à l'intérieur des groupes

professionnels à l'étude.

**But** : La banque de données sert à élaborer et à

analyser les changements apportés à des normes

de classification précises soumises à un examen

et à formuler des recommandations au Conseil du

Trésor.

**Usages compatibles** : La banque de données est

utilisée pour mesurer l'incidence des révisions

apportées aux normes précises à l'étude. Une fois

les recommandations élaborées, les changements

proposés sont partagés avec la Direction des

relations de travail. La banque de données n'est

pas partagée avec un organisme à l'extérieur de la

fonction publique fédérale. Sous réserve de

'approbation du Conseil du Trésor, les ministères

sont priés de mettre en œuvre la nouvelle norme,

à partir de la classification proposée par chaque

ministère.

À déterminer.

**No. ADD** : sans objet

**Renvoi au dossier #** : AGRHFPC GMRH 415

**Enregistrement (SCT)** : 005049

**Numéro de fichier** : AGRHFPC PCE 724

mieux-être en milieu de travail compte tenu du

sexé, de la première langue officielle et du

nombre d'années de service au SCT et à

l'AGRHFPC. Ces renseignements permettront à la

direction de déterminer si ses stratégies de suivi

devraient tenir compte des différences

démographiques en question afin d'améliorer le

mieux-être en milieu de travail. Le sondage porte

sur plusieurs programmes/activités

gouvernementaux : mieux-être en milieu de

travail, valeurs et éthique, perfectionnement du

leadership et modernisation des RH.

**Usages compatibles** : Les renseignements

aideront l'AGRHFPC à mettre en œuvre le

programme de modernisation des RH et sa

stratégie axée sur les résultats en matière de

ressources humaines (RH), en fournissant des

données issues de recherches relativement aux

facteurs favorisant le mieux-être en milieu de travail

dans le secteur public. Ils seront utilisés par

l'AGRHFPC et le SCT aux fins de statistiques et

pour l'élaboration de plans visant à améliorer le

milieu de travail et à favoriser un meilleur

leadership.

**Normes de conservation et de destruction** : Les

résultats du questionnaire seront conservés dans

une base de données (support lisible par machine)

pendant deux (2) ans après la réalisation du

sondage, puis ils seront détruits. Les copies papier

des rapports globaux sont conservées pendant

cinq (5) ans.

**No. ADD** : À déterminer

**Renvoi au dossier #** : AGRHFPC BVEFP 510

**Enregistrement (SCT)** :

**Numéro de fichier** : AGRHFPC PCE 754

**Service de courtage (programme**

**d'affectations)**

**Description** : Ce fichier contient des

renseignements tels que le nom, l'adresse, le

numéro de téléphone, la classification, le

ministère, la langue, les antécédents

professionnels, le statut d'employé actuel, le

curriculum vitæ, une évaluation des compétences

et le résultat des présentations.

**Catégorie de personnes** : Les employés de la

fonction publique fédérale (y compris les employés

distincts et les sociétés de la couronne) en finance,

vérification interne, évaluation de programmes et en

ressources humaines qui ont présenté une demande

d'affectation interministérielle.

**But** : Ce fichier maintient un répertoire d'employés

qui sont intéressés par une affectation dans le But

de les référer aux ministères qui cherchent à

comblir des affectations.



la sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

**Normes de conservation et de destruction :** Les dossiers papier sont conservés pendant six (6) ans et sont ensuite détruits.

**No. ADD :** 2003/11

**Renvoi au dossier # :** AGRHFPC LRL 010

**Enregistrement (SCT) :** 004390

**Numéro de fichier :** AGRHFPC PCE 718

#### **Ressourcement des sous-ministres adjoints –**

##### **Mutation du bassin**

**Description :** Ce fichier peut contenir des

autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur

les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste

des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer l'action de mutation pertinente.

**Catégorie de personnes :** Fonctionnaires.

**But :** Ce fichier permet de conserver et de fournir

des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints

administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

**Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les

nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la

fonction publique.

**Normes de conservation et de destruction :** Les dossiers papier sont conservés pendant six (6) ans et sont ensuite détruits.

**No. ADD :** 2003/011

**Renvoi au dossier # :** AGRHFPC LRL 010

**Enregistrement (SCT) :** 004469

**Numéro de fichier :** AGRHFPC PCE 717

#### **Ressourcement des sous-ministres adjoints –**

##### **Sans compétition**

**Description :** Ce fichier peut contenir des

autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur

les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les

antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours sans compétition).

**Catégorie de personnes :** Fonctionnaires.

**But :** Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

**Usages compatibles :** Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

**Normes de conservation et de destruction :** Les dossiers papier sont conservés pendant six (6) ans et sont ensuite détruits.

**No. ADD :** 2003/011

**Renvoi au dossier # :** AGRHFPC LRL 010

**Enregistrement (SCT) :** 004470

**Numéro de fichier :** AGRHFPC PCE 719

#### **Indicateurs du mieux-être en milieu de travail :**

##### **Sondage auprès des employés – Projet pilote**

##### **conjoint de l'AGRHFPC et du SCT**

**Description :** Les renseignements personnels qui seront recueillis proviendront des réponses

anonymes des employés à un sondage en ligne portant sur leur satisfaction à l'égard de leur milieu

de travail, ce qui comprend tant des questions ouvertes que des questions à choix multiple. Les

renseignements personnels porteront sur leur première langue officielle, leur sexe, leur année

de service, leur classification, le type de travail qu'ils effectuent et leur unité organisationnelle. Le

sondage contient également quatre questions ouvertes auxquelles les participants peuvent

répondre directement dans une zone de texte. Bien qu'aucun renseignement personnel ne soit

requis en réponse à cette question ou à aucune des autres, les répondants pourraient en donner

rapports produits comprendront des renseignements globaux et non personnels.

**Catégorie de personnes :** Les fonctionnaires de

deux organismes : l'AGRHFPC et le SCT.

**But :** Les renseignements personnels recueillis serviront à analyser les résultats globaux en

fonction de quelques caractéristiques démographiques comme les différences

statistiques entre les principaux facteurs favorisant l'engagement des employés et le

**Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants**  
**Description :** Cette banque de données peut contenir divers renseignements : renseignements personnels, correspondance, vérification des références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, auto-évaluation du participant; et notes du bureau du programme. **Catégorie de personnes :** Les membres de la catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA.

**But :** Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et de fournir des renseignements sur les participantes et participants nommés au répertoire des SMA et pour fournir à l'AGRHFPC et PSC des renseignements relatifs aux nominations à un niveau déterminé.

**Usages compatibles :** La banque de données sert à consigner des renseignements sur les participantes et participants nommés au répertoire des SMA et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'emploi au niveau SMA à ces candidats.

**Normes de conservation et de destruction :** Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification (suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP) et sont ensuite détruits. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans.

**No. ADD :** 2001/025  
**Renvoi au dossier # :** AGRHFPC LRL 010  
**Enregistrement (SCT) :** 004021  
**Numéro de fichier :** AGRHFPC PCE 713

**Ressourcement des sous-ministres adjoints – Concours restreint**  
**Description :** Ce fichier peut contenir l'autorisation sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique (rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenu(e)s, le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours).

**Catégorie de personnes :** Personnes incluses dans un concours de Sous-ministres adjoints administré par le Réseau du leadership au nom de la Commission de la fonction publique.

**But :** Ce fichier sert à conserver et à fournir les renseignements reliés aux concours de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

**Usages compatibles :** Ce fichier est utilisé pour fournir des renseignements au sujet de la sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

**Normes de conservation et de destruction :** Les dossiers papier sont conservés pendant six (6) ans et sont ensuite détruits.

**No. ADD :** 2003/011  
**Renvoi au dossier # :** AGRHFPC LRL 010  
**Enregistrement (SCT) :** 004381  
**Numéro de fichier :** AGRHFPC PCE 716

**Ressourcement des sous-ministres adjoints – Concours ouvert**  
**Description :** Ce fichier peut contenir l'autorisation sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique (rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenu(e)s, le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours).

**Catégorie de personnes :** Fonctionnaires et non-fonctionnaires.

**But :** Ce fichier sert à conserver et à fournir l'information relative aux concours de sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

**Usages compatibles :** Ce fichier est utilisé pour fournir des renseignements au sujet de



ans après la fin de la participation au PPACS et sont ensuite détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans.

**No. ADD :** 2001/025

**Renvoi au dossier # :** AGRHFPC LRL 021

**Enregistrement (SCT) :** 004019

**Numéro de fichier :** AGRHFPC PCE 702

## **Programme de perfectionnement accéléré des cadres supérieurs (PPACS): répertoire des participantes et participants**

**Description :** Cette banque de données peut

contenir divers renseignements: renseignements

personnels, correspondance, références,

questionnaire d'évaluation tous azimuts, résultats

d'entrevue portant sur le rendement antérieur et

d'entrevue du jury de révision de la sélection,

rapport d'auto-évaluation du candidat, résultats du

processus d'intégration ; auto-évaluation du

participant, plans d'apprentissage personnalisés,

renseignements sur les affectations du candidat et

évaluation du rendement s'y rapportant, mentorat

et assistance professionnelle, participation au cours

et documentation relative à une nomination à un

niveau déterminé, notes du bureau du programme.

**Catégorie de personnes :** Les membres de la

catégorie de la direction dont la candidature au

PPACS a été approuvée.

**But :** Cette banque de données a été constituée

conformément aux articles 10 et 16(1) de la Loi

sur l'emploi dans la fonction publique afin de

consigner et de fournir des renseignements sur les

participants au PPACS à partir du moment de

l'approbation de leur candidature jusqu'à la fin de

leur participation au programme et pour fournir à

l'AGRHFPC et FPC des renseignements relatifs

aux nominations à un niveau déterminé.

**Usages compatibles :** La banque sert à

consigner des renseignements sur les participants

au PPACS et à fournir ces renseignements aux

cadres supérieurs des ministères qui offrent des

possibilités d'affectations ou d'emplois permanents

à ces candidats.

**Normes de conservation et de destruction :**

Tous les dossiers papier sont conservés pendant

dix (10) ans après la fin de la participation au

PPACS et sont ensuite détruits. Certains

renseignements sont informatisés et conservés à

des fins statistiques pendant vingt (20) ans.

**No. ADD :** 2001/025

**Renvoi au dossier # :** AGRHFPC LRL 021

**Enregistrement (SCT) :** 004018

**Numéro de fichier :** AGRHFPC PCE 703

## **Processus de préqualification des Sous-ministres adjoints (SMA): répertoire des candidates et candidats**

**Description :** Cette banque de données peut

contenir divers renseignements: correspondance,

renseignements personnels, demandes de

participation au programme, curriculum vitae,

vérification des références, questionnaire

d'évaluation tous azimuts, entrevue portant sur le

rendement antérieur et entrevue du jury de

révision de la sélection et notes du bureau du

programme.

**Catégorie de personnes :** Les membres de la

catégorie de la direction et les équivalents EX qui

ont présenté une demande de participation au

processus de préqualification des SMA.

**But :** Cette banque de données a été constituée

conformément aux articles 10 et 16(1) de la Loi

sur l'emploi dans la fonction publique afin de

consigner et fournir des renseignements

concernant l'approbation ou le rejet des

candidatures au processus de préqualification, de

consigner et de fournir des renseignements pour

fins d'examen et de prise de décisions par les

membres des comités de présélection et du

Comité de révision de sélection, le Comité des

hauts fonctionnaires (CHF) et l'Agence de gestion

des ressources humaines de la fonction publique

du Canada(AGRHFPC) et la Commission de la

fonction publique (CFP).

**Usages compatibles :** La banque sert à

consigner et à fournir des renseignements au CHF,

à la CFP et à l'AGRHFPC en ce qui concerne

l'approbation des candidatures au processus.

**Normes de conservation et de destruction :** Les

dossiers sur papier d'un candidat dont la

candidature n'est pas retenue sont conservés

pendant cinq (5) ans, après quoi ils sont détruits.

Les dossiers sur papier d'un employé qui a été

nommé au répertoire des SMA sont transférés à la

banque des fichiers des participants. Ces

renseignements sont conservés pendant dix (10)

ans après la fin de leur participation au processus

de préqualification (suite à leur nomination à un

poste de SMA ou à leur retrait du répertoire par la

CFP) et sont ensuite détruits. Certains

renseignements sur tous les candidats qui ont

présenté une demande sont informatisés et

conservés à des fins statistiques pendant vingt

(20) ans.

**No. ADD :** 2001/025

**Renvoi au dossier # :** AGRHFPC LRL 010

**Enregistrement (SCT) :** 004020

**Numéro de fichier :** AGRHFPC PCE 712

un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. **Usages compatibles** : Ce fichier sert à la gestion générale du programme. Ce fichier est relié au système de gestion des répertoires.

**Normes de conservation et de destruction** : Les dossiers des candidates et candidats sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Après la fin de l'affectation, les dossiers des fonctionnaires participants sont conservés pendant deux (2) et ceux des non-fonctionnaires participants sont conservés pendant cinq (5), et sont ensuite détruits.

**No. ADD** : 2001/025

**Renvoi au dossier #** : AGRHFP LRL 030

**Enregistrement (SCT)** : 001952

**Numéro de fichier** : AGRHFP PCE 755

**Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats**

**Description** : Cette banque de données peut contenir divers renseignements : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, références, questionnaire d'évaluation tous azimuts, rapport d'auto-évaluation du candidat, entrevue portant sur le rendement antérieur et entrevue du jury de révision de la sélection, résultats du processus d'intégration et notes du bureau du programme.

**Catégorie de personnes** : Les membres de la catégorie de la direction qui ont présenté une demande de participation au PPACS.

**But** : Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de pouvoir l'emploi dans la fonction publique afin de pouvoir assigner et fournir des renseignements concernant l'approbation ou le rejet des candidatures au PPACS, de consigner et de fournir des renseignements pour fins d'examen et de prise de décisions par les membres du Comité d'intégration, le Comité des hauts fonctionnaires (CHF) et la Commission de la fonction publique (CFP).

**Usages compatibles** : La banque sert à consigner et à fournir des renseignements au CHF et à l'AGRHFP et PSC en ce qui concerne l'approbation des candidatures au programme.

**Normes de conservation et de destruction** : Les dossiers sur papier des personnes dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans et sont détruits. Les dossiers sur papier des personnes dont la candidature a été approuvée aux fins du programme sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pendant dix (10)

rapportant aux candidates et candidats et aux participantes et participants de CAP. Ce fichier peut également contenir des renseignements d'un ancien programme, soit le programme spécial de perfectionnement.

**Catégorie de personnes** : Non-fonctionnaires et fonctionnaires qui ont participé aux concours et (ou) y ont participé.

**But** : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les candidates et candidats initiales et finales aux programmes CAP. Ce fichier existe aussi pour tenir un registre de toutes les personnes qui ont participé au CAP.

**Usages compatibles** : Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP aux phases de sélection initiale et finale ; il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils.

**Normes de conservation et de destruction** : Les dossiers des personnes dont l'examen se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits ; les dossiers sont conservés pendant cinq (5) ans après la fin d'une affectation et sont ensuite détruits. Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt (20) ans.

**No. ADD** : 2001/025

**Renvoi au dossier #** : AGRHFP LRL 021

**Enregistrement (SCT)** : 001705

**Numéro de fichier** : AGRHFP PCE 720

**Programme Échanges Canada : répertoire des candidates et candidats et des participantes et participants**

**Description** : Ce fichier peut contenir les curriculum vitae, les notes concernant les cas où la candidature de l'intéressé a été étudiée, les relevés des présentations, les rapports d'évaluation de rendement et d'appréciation, les contrats, les descriptions de tâches, les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés.

**Catégorie de personnes** : Fonctionnaires et non-fonctionnaires qui ont postulé des postes au Programme Échanges Canada, ou qui ont obtenu, ou qui ont terminé une affectation.

**But** : Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire de personnes qui veulent obtenir un poste dans le cadre du programme Échange Canada, et afin de maintenir



**Usages compatibles** : Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés.

**Normes de conservation et de destruction** : Les documents sont conservés pendant 10 ans et puis détruits.

**No. ADD** : 93/031

**Renvoi au dossier #** : AGRHFPC PRRHD 330

**Enregistrement (SCT)** : 005056

**Numéro de fichier** : AGRHFPC PCE 752

**Processus de promotion de EX-04 à EX-05**

**Description** : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours).

**Catégorie de personnes** : Fonctionnaires.

**But** : Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints

administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

**Usages compatibles** : Ce fichier sert à fournir des renseignements sur la sélection et les

nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

**Normes de conservation et de destruction** : Les documents sont conservés pendant 10 ans et transférés à Bibliothèque et Archives Canada.

**No. ADD** : 2003/011

**Renvoi au dossier #** : AGRHFPC LRL 010

**Enregistrement (SCT)** : 004388

**Numéro de fichier** : AGRHFPC PCE 742

**Programme de formation accélérée pour les économistes : répertoire des candidates et candidats et des participantes et participants**

**Description** : Ce fichier peut contenir des curriculum vitae, des demandes, des relevés de notes, des notes d'entrevue, des notes ou des présentations, des notes de dossier et des messages transmis par télécopieur pour tous les

candidates et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/ententes d'affectations ministérielles, aux notes de reclassement, aux évaluations de rendement et aux descriptions de travail ainsi que d'autres documents écrits destinés aux participantes et participants du Programme.

**Catégorie de personnes** : Fonctionnaires et non-fonctionnaires faisant une demande au PFAE ou personnes qui ont participé ou participent au PFAE.

**But** : Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui veulent participer au Programme de formation accélérée pour les économistes, et afin de tenir des dossiers rétrospectifs sur toutes les personnes qui ont participé au programme.

**Usages compatibles** : Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PFAE, en vue de la gestion générale des affectations et à des fins statistiques. Il est relié aux systèmes touchant la gestion des répertoires et de l'évolution de l'employée ou l'employé afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins de statistiques et d'études).

**Normes de conservation et de destruction** : Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme ; les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits.

**No. ADD** : 2001/025

**Renvoi au dossier #** : AGRHFPC LRL 021

**Enregistrement (SCT)** : 003069

**Numéro de fichier** : AGRHFPC PCE 701

**Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidates et candidats et des participantes et participants**

**Description** : Ce fichier peut contenir des renseignements personnels de base, des formulaires pour les Simulations pour les cadres de direction du programme CAP, des curriculum vitae, des plans de carrière, des renseignements sur les évaluations, les résultats des évaluations, l'intégration complète des conclusions incluant les vérifications des références, la participation aux cours ainsi que la correspondance générale se

de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers informatisés: les données sont transférées annuellement à Bibliothèque et Archives Canada. Dossiers textuels et électroniques Les documents sont conservés pendant 10 ans et transférés à Bibliothèque et Archives Canada.

**No. ADD :** 93/031

**Renvoi au dossier # :** AGRHFPC PRHD 918

**Enregistrement (SCT) :** 005060

**Numéro de fichier :** AGRHFPC PCE 769

**Module informatisé sur la formation linguistique**

**Description :** Le MIFL est un fichier central qui a été éliminé en 1996, qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaît jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribut Bution d'un code unique à chaque employé de l'administration fédérale. Source des données: Les ministères et organismes étaient chargés de mettre à jour le MIFL au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'ensemble de l'administration publique. La formation liée à d'autres besoins était rapportée au MIFL par les ministères et organismes. Il y avait également interaction entre le Système d'information sur les langues officielles (SILLO) et le MIFL du Secrétariat du Conseil du Trésor.

**Catégorie de personnes :** Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe 1, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe 1, partie II

de la Loi sur les relations de travail dans la Fonction publique.

**But :** Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en œuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique offerte aux fonctionnaires. Utilisées tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique offerte aux fonctionnaires. Toutes les liaisons effectuées avec le SFL et le SILLO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Les dossiers informatisés : Ces dossiers n'ont pas de valeur historique. Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. Dossiers textuels et électroniques : Les documents du fichier général sont conservés pour une période de 10 ans et transférés à Bibliothèque et Archives Canada. Les informations aux ministères sont conservées 10 ans et ensuite sont détruites. Les informations du MIFL sont disponibles jusqu'au 31 mars 1996, date à laquelle le système a été éliminé.

**No. ADD :** 94/004

**Renvoi au dossier # :** AGRHFPC DLO 047

**Enregistrement (SCT) :** 005057

**Numéro de fichier :** AGRHFPC PCE 759

**Primes d'encouragement**

**Description :** Ce fichier peut contenir de l'information sur les fonctionnaires qui ont été nommés pour des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral et la nouvelle politique de reconnaissance. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la fonction publique.

**Catégorie de personnes :** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral et la politique de reconnaissance.

**But :** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral.



**Normes de conservation et de destruction :** Les

documents sont conservés pendant 10 ans et transférés à Bibliothèque et Archives Canada.

**No. ADD :** 2003/011

**Renvoi au dossier # :** AGRHFPC LRL 010

**Enregistrement (SCT) :** 004391

**Numéro de fichier :** AGRHFPC PCE 715

**Dossiers personnels des sous-ministres**

**adjoins et des candidats/candidates qui ont**

**réussi le processus de pré-qualification (PPQ)**

**Description :** Ce fichier peut contenir des données

personnelles de base, les compétences et

l'expérience acquises, des renseignements de

base, les qualifications professionnelles, des

demandes d'emploi, des lettres d'offre, des lettres

d'acceptation, des accusés de réception, des notes

sur les présentations, des notes au dossier, des

curriculum vitae, les aspirations professionnelles,

l'expérience en gestion, les résultats linguistiques

et les autorisations sécuritaires pour les SMA et les

candidats/candidates qui ont réussi le PPQ.

**Catégorie de personnes :** Fonctionnaires et

non-fonctionnaires posant leur candidature à des

postes du Groupe de la direction au niveau de

sous-ministre adjoins et personnes cherchant à

participer ou participant au Programme Échanges

Canada ou au Programme des affectations

internationales.

**But :** L'objet est d'appuyer le système de gestion

collective.

**Usages compatibles :** Le fichier sert à appuyer la

carrière des SMA.

**Normes de conservation et de destruction :** les

documents sont conservés pendant 10 ans et

transférés à Bibliothèque et Archives Canada.

**No. ADD :** 2003/011

**Renvoi au dossier # :** AGRHFPC LRL 015

**Enregistrement (SCT) :** 004387

**Numéro de fichier :** AGRHFPC PCE 714

**Fichier d'information sur la mobilité des**

**employés**

**Description :** Ce fichier renferme le dossier de

mobilité de chaque employé de l'administration

fédérale. Le dossier de l'employé renferme des

renseignements personnels tels que l'âge, le sexe,

le code d'identification de dossier personnel, la

date de naissance, le nom, les dates de

nomination et la classification de l'employé. On y

retrouve également les raisons des déplacements

et les dates d'entrée en vigueur.

**Catégorie de personnes :** Toutes les personnes

dont le Conseil du Trésor est l'employeur en vertu

de la Loi sur les relations de travail dans la

Fonction publique. On inclut également certaines

personnes employées par les employeurs distincts

précisées à l'annexe 1, partie 2 de la dite Loi.

**But :** La cueillette des informations d'intérêt pour

les activités de gestion du personnel se fait en

vertu des autorisations et obligations précisées à

la Loi sur la gestion des finances publiques

(auparavant la Loi sur l'administration financière),

ainsi qu'à la Loi sur les relations de travail dans la

Fonction publique. En outre, de l'Agence de

gestion des ressources humaines de la fonction

publique du Canada maintient des systèmes

d'information sur les employés de la Fonction

publique conformément aux pouvoirs généraux

que lui confèrent les dites lois. Ce fichier est la

source principale de données sur la mobilité de la

main œuvre pour les utilisateurs de l'Agence de

gestion des ressources humaines de la fonction

publique du Canada et il sert à la planification, la

mise en œuvre, l'évaluation et la surveillance des

politiques gouvernementales. Les données servent

à étayer les activités de planification et de gestion

des ressources humaines, qui comprennent la

négociation collective, l'analyse de la

rémunération, les programmes d'équité en emploi,

ainsi que la planification, la mise en œuvre,

l'évaluation et la surveillance des politiques

relatives au personnel. On s'en sert en outre pour

répondre à des demandes de renseignements

particuliers, pour mener des recherches, des

études spéciales et des enquêtes portant sur les

questions relatives au personnel, ainsi que pour

les demandes de renseignements en vertu de la

Loi sur l'accès à l'information et de la Loi sur la

protection des renseignements personnels.

**Usages compatibles :** Ce système sert de source

d'information pour de l'Agence de gestion des

ressources humaines de la fonction publique du

Canada, la Banque de données sur l'équité en

emploi, la Commission de la Fonction publique,

Statistique Canada, ainsi que d'autres ministères

et organismes fédéraux. Des données globales sur

les niveaux supérieurs sont transmises à des

comités consultatifs externes qui les examinent et

font des recommandations. On peut se servir de

ce système comme source d'information pour les

fichiers suivants: Système d'information des

titulaires; Système Versements/Retenues;

Système de rapports sur les services

supplémentaires; Système de rapports sur les

congrés; Système d'information sur la formation et

le perfectionnement; Système d'information sur les

postes et la classification (SIPC); Système de

traitement de la Fonction publique; Système sur

les avantages sociaux à l'intention des membres



spéciales et des sondages relativement aux demandes de renseignements personnels touchant la vie privée et l'accès à l'information.

**Usages compatibles :** Les renseignements sont fournis à l'Agence de gestion des ressources humaines de la fonction publique du Canada, au Secrétariat du Conseil du Trésor, à Statistique Canada et à d'autres ministères ou organismes fédéraux. Le système peut servir de source d'information ou de lien avec les systèmes suivants : Système de rapports sur les services supplémentaires, Système d'information des titulaires, Système sur les versements et les retenues, Système de rapports sur les congés, Système de paye de la fonction publique, Système de rémunération des cadres et des gestionnaires et le fichier de renseignements sur les systèmes statistiques informatiques (PSC PCE 761) détenu par la Commission de la fonction publique. Tous liens établis aux fins de gestion des ressources humaines et de régimes de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Normes de conservation et de destruction :** Données informatiques : les fichiers maîtres pour un exercice financier sont transférés annuellement à Bibliothèque et Archives Canada. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits.

**No. ADD :** 93/031 et 94/004  
**Renvoi aux dossiers # :** AGRHFPC 130 et AGRHFPC PRRHD 130 et 320  
**Enregistrement (SCT) :** 003560  
**Numéro de fichier :** AGRHFPC 739

**Base de données des sous-ministres adjoints**  
**Description :** Ce fichier contient des renseignements exhaustifs et à jour concernant les sous-ministres adjoints. Il constitue également une source d'information préliminaire exacte et opportune sur les SMA et facilite le perfectionnement des compétences et la rotation des SMA et peut contenir de l'information de base, antécédents professionnels, qualifications professionnelles et études, intérêts professionnels, expérience de la gestion, résultats linguistiques, résultats des vérifications de sécurité.

**Catégorie de personnes :** Sous-ministres adjoints et participants à des programmes d'échanges.  
**But :** L'objet est d'appuyer le système de gestion collective des SMA et d'effectuer des études démographiques et d'autres analyses de la population des SMA.  
**Usages compatibles :** Ce fichier est utilisé pour appuyer la gestion collective des SMA.

classification (SIPC), tous de l'Agence de gestion des ressources humaines de la fonction publique du Canada, ainsi que des fichiers de statistiques sur les ressources humaines relevant de la

Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles, le Système de gestion de l'information sur les nominations et le Système d'administration des priorités. La banque renferme des données extraites du formulaire de déclaration volontaire du gouvernement canadien et des versions des ministères. En particulier, la Banque comporte le code d'identification de dossier personnel et des données indiquant qu'un individu fait partie d'un ou plusieurs groupes désignés minoritaires. La Banque fait l'objet d'une mise en corrélation au moyen du code d'identification de dossier personnel avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrite ci-dessus. La Banque acquiert des renseignements auprès d'autres fichiers renfermant des données sur la déclaration volontaire, tels les fichiers ordinaires ministériels sur l'équité en emploi (POE 918). Il permet d'effectuer l'exercice annuel de réconciliation avec ces fichiers ministériels. Les personnes qui veulent avoir accès à leur identification devraient soumettre une demande par écrit, y compris le code d'identification de dossier personnel.

**Catégorie de personnes :** Tous les employés actuels dont le Conseil du Trésor est l'employeur en vertu de la partie 1 de l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique.  
**But :** La cueillette des informations touchant la déclaration volontaire se fait en vertu des autorisations et obligations précisées dans la Loi sur l'équité en matière d'emploi. En vertu des pouvoirs généraux que lui confèrent la Loi sur l'administration des finances publiques et la Loi sur les relations de travail dans la Fonction publique, de l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la Fonction publique. Cette banque est la source principale de données de la main d'œuvre pour les utilisateurs de l'Agence de gestion des ressources humaines de la fonction publique du Canada et elle sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. La banque est utilisée pour répondre aux demandes spéciales d'information et pour effectuer des recherches, des études



## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion  
Cartes d'identification et laissez-passer  
Code de valeurs et d'éthique de la fonction publique  
Enquêtes de sécurité du personnel (Vérifications de fiabilité et de sécurité)  
Évaluation du rendement  
Griets  
Harèlement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail

## Vérifications de la fiabilité

**Description :** Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires.  
**Catégorie de personnes :** Employés actuels ou éventuels de l'Agence qui n'ont pas de cote de sécurité, mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur.  
**But :** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels de l'Agence satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches.  
**Usages compatibles :** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire.  
**Normes de conservation et de destruction :** Les documents sont conservés pendant une période de deux ans après la cessation d'emploi.  
**No. ADD :** 98/005  
**Renvoi au dossier # :** ACIA 860  
**Enregistrement (SCT) :** 002099  
**Numéro de fichier :** ACIA PPE 813

## Fichiers de renseignements personnels centraux

### Banque de données sur l'équité en emploi (Aparavant «Système de contrôle des ressources humaines»)

**Description :** Cette banque contient de l'information sur les employés de la Fonction publique fédérale (population de la partie 1, annexe 1, LRTFP) qui ont déclaré être membres d'un ou plusieurs des groupes désignés minoritaires, soit les Autochtones, les personnes handicapées ou les membres de minorités visibles. Ces renseignements facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique sur le marché du travail. La Banque sert également à analyser et à contrôler la situation et l'avancement des groupes désignés minoritaires, par rapport au reste de la

Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la mobilité, etc. Ces comparaisons sont effectuées de façon périodique, en vue de déterminer la situation eue égard à l'équité en emploi dans la Fonction publique, et de déceler les secteurs susceptibles d'amélioration. S'il y a consentement des individus en question, l'information découlant de cette déclaration volontaire peut aussi être utilisée aux fins de la gestion des ressources humaines relativement aux obligations de l'employeur en vertu de la Loi sur l'équité en matière d'emploi. Une information à l'effet qu'un individu fait partie d'un groupe désigné peut être mise en corrélation, à l'aide du code d'identification de dossier personnel, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les postes et la

de la paye et des avantages est uniforme. Il faut inscrire le CIDP; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. **Usages compatibles** : Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire des ressources en main-d'œuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main-d'œuvre, droits de la personne, équité en matière d'emploi). **Normes de conservation et de destruction** : Les données sont conservées pendant 5 ans, puis transférées aux Archives nationales du Canada. **No. ADD** : 98/005 **Renvoi aux dossiers** # : ACIA NDP 920, 923, 925, 927 **Enregistrement (SCT)** : 002284 **Numéro de fichier** : ACIA PPE 814 **Système de placement des priorités** **Description** : La base de données consiste de : 1) Données de base qui enregistre l'information sur les employés prioritaires, notamment le nom de famille, le prénom, le groupe et niveau, le titre, genre de priorité, la région, l'endroit actuel, le titre, la première langue officielle, le nom et numéro de téléphone du conseiller en ressources humaines. 2) Données de parrainage, soit la date du début et la date de la fin, leur mobilité, leur compétence en langue seconde et leur profil de compétences. 3) Information sur les présentations, y compris la date présentée, le groupe et niveau du poste présent, le numéro du poste, l'endroit, le gestionnaire et le résultat. **But** : Parrainer les employés prioritaires pour d'autres possibilités d'emploi. **Usages compatibles** : Il n'y a pas d'usages compatibles. **Normes de conservation et de destruction** : L'information est détruite 2 ans après la dernière utilisation administrative. **No. ADD** : 98/005 **Renvoi au dossier** # : ACIA NDP 920 **Enregistrement (SCT)** : 003320 **Numéro de fichier** : ACIA PPE 800 **Télécommunications** **Description** : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans

les bureaux de l'Agence, notamment les détails sur les appels interurbains faits à partir d'un appareil de l'Agence, la liste des employés autorisés à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût associé à l'équipement et à l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones locaux ou interurbains. Ceci peut comprendre le numéro de téléphone ou du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial ou d'autres réseaux ministériels spécialisés. Etant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné. **Catégorie de personnes** : Employés de l'Agence. **But** : La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. **Usages compatibles** : Ces données sont utilisées pour assurer la gestion quotidienne des télécommunications grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du ministère soient au courant de l'utilisation des services que font leurs employés respectifs. **Normes de conservation et de destruction** : Ces données sont conservées pendant 2 ans après la dernière utilisation, sauf dans le cas de données sur les opérations financières, qui sont conservées pendant six ans, puis détruits. **No. ADD** : 98/001 **Renvoi au dossier** # : ACIA 852 **Enregistrement (SCT)** : 003319 **Numéro de fichier** : ACIA PPE 827



gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures provisoires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la fonction publique fédérale. Les renseignements peuvent également être utilisés à des fins de formation, perfectionnement, planification et établissement de la politique connexe à l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les documents sont conservés pendant 5 ans, puis détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** ACIA 860  
**Enregistrement (SCT) :** 003648  
**Numéro de fichier :** ACIA PPE 818

**Saisie-arrêt**

**Description :** Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction.

**Catégorie de personnes :** Employés de l'Agence canadienne d'inspection des aliments au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises.

**But :** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt ou à la distraction des fonds.

**Usages compatibles :** Sert également à approuver les retenues salariales.

**Normes de conservation et de destruction :** Les dossiers sont conservés deux ans après que la dette a été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit; si l'employé change de ministère après que la dette a été payée, le dossier est conservé à l'Agence canadienne d'inspection des aliments pendant deux ans, puis détruit.

**No. ADD :** 98/005  
**Renvoi au dossier # :** ACIA NDP 925  
**Enregistrement (SCT) :** 002048  
**Numéro de fichier :** ACIA PPE 807

**Stationnement**

**Description :** Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservés aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant

aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada.

**Catégorie de personnes :** Employés de l'Agence. **But :** Emmagasiner des renseignements à des fins d'administration et de contrôle des privilèges accordés en matière de stationnement.

**Usages compatibles :** Sert aussi à émettre les permis de stationnement et à en contrôler l'utilisation. Le système de l'administration du stationnement de l'Agence est relié au système d'information sur les ressources humaines afin d'assurer la mise à jour continue de l'information et du système d'administration du stationnement.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après l'expiration du permis.

**No. ADD :** 98/001  
**Renvoi au dossier # :** ACIA NDP 913  
**Enregistrement (SCT) :** 002283  
**Numéro de fichier :** ACIA PPE 816

**Système de gestion des ressources humaines**

**Description :** Ce fichier réunit des renseignements sur les postes et les employés. Il contient aussi les renseignements suivants :

nomination, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et l'adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que sur les transactions de surtemps accumulé. Les personnes qui souhaitent avoir accès à ce fichier doivent préciser le titre du poste, le lieu de travail et les dates. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande.

**Catégorie de personnes :** Tous les employés et les cadres supérieurs de l'Agence canadienne d'inspection des aliments.

**But :** Sert à la gestion et à l'utilisation judiciaires des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration

## Groupe de la Direction – Information

### personnelle

**Description :** Ce fichier contient de l'information

personnelle, notamment le CDP, nom, direction générale, groupe et niveau, statut, début du

statut, fin du statut, région, lieu, sexe, langue,

nomination au niveau, nomination au poste,

nomination à la région, nom du superviseur,

cours d'orientation, évaluation de rendement à

partir de la date de nomination au groupe de la

direction jusqu'à présent.

**Catégorie de personnes :** Membres du groupe

de la direction à l'Agence canadienne d'inspection

des aliments.

**But :** Appuyer les mesures de dotation des

membres du groupe de la direction.

**Usages compatibles :** Mettre à jour et maintenir

l'information pertinente à la dotation des membres

du groupe de la direction.

**Normes de conservation et de destruction :** Les

dossiers sont gardés par l'organisme ou le ministère

pour lequel travaille actuellement l'employé pour

toute la durée d'emploi, plus un an. Le dossier suit

l'employé s'il est muté à un autre ministère. Après

cette période, les renseignements sont transférés

aux Archives nationales du Canada et sont

conservés jusqu'à ce que l'employé ait atteint l'âge

de 80 ans ou jusqu'à deux ans après le décès de

l'employé; après quoi, le dossier est détruit, pourvu

que deux ans se soient écoulés depuis la dernière

utilisation à des fins administratives des

renseignements en question. Quant aux dossiers

relatifs à des mesures disciplinaires, la durée de

conservation est mentionnée dans les conventions

collectives pertinentes, ou elle est de deux ans

suitant la date à laquelle les mesures disciplinaires

ont été prises, pour autant qu'aucune autre mesure

disciplinaire n'ait été prise depuis. Lorsque les

mesures disciplinaires ont été annulées, c'est

l'organisme ou le ministère qui voit à ce que le

document touchant cette mesure soit

immédiatement détruit. Pour tous les

renseignements jugés de nature historique ou qui

ont une valeur au plan des archives, c'est l'archiviste

national qui décide des dossiers à conserver en

permanence par les Archives nationales du Canada.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 860

**Enregistrement (SCT) :** 002698

**Numéro de fichier :** ACIA PPE 819

**Profil de gestion**

**Description :** Collecte de données sur les

facteurs connaissances et l'identification des

différences globales entre les habilités de gestion

d'un individu et le profil.

**Catégorie de personnes :** Tous les employés de

l'Agence canadienne d'inspection des aliments

dans des postes de niveau EX moins 2 jusqu'aux

niveaux supérieurs du groupe de la direction.

**But :** L'identification de la différence dont il est

question ci-dessus vise à fournir aux gestionnaires,

de tous les niveaux, des possibilités

d'épanouissement professionnel et personnel en

veillant à ce que la formation et le perfectionnement

misent sur leurs compétences précises.

**Usages compatibles :** Ces renseignements sont

maintenus seulement aux fins du processus de

dotation du Groupe de la direction.

**Normes de conservation et de destruction :**

Conservation minimale de 5 ans, puis les

renseignements sont détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 860

**Enregistrement (SCT) :** 002946

**Numéro de fichier :** ACIA PPE 820

**Programme d'équité en matière d'emploi**

**Description :** La banque renferme des

renseignements sur les employés notamment sur

leur classification, direction générale, situation de

travail (Statut d'emploi, période déterminée, etc.).

Ces renseignements ont été recueillis grâce à des

questionnaires à participation facultative. On

demande aux répondants d'indiquer leur sexe; s'ils

sont autochtones ou non, s'ils ont un handicap ou

s'ils font partie d'une minorité visible. Le nom et le

code d'identification du dossier personnel (CIDP)

peuvent être utiles à des fins d'identification des

employés, mais ils sont demandés sur une base

facultative.

**Catégorie de personnes :** Employés de l'Agence.

**But :** Ce fichier contient toute la documentation

nécessaire à la mise en œuvre de la politique sur

l'équité en matière d'emploi pour tous les

ministères et organismes fédéraux assujettis à

l'Annexe 1 de la Partie 1 de la Loi sur les relations

de travail dans la fonction publique. C'est grâce à

ces renseignements qu'il est possible d'avoir

toutes les données au sujet des employés,

présentées selon leur sexe et leur groupe désigné

(femmes, autochtones, personnes handicapées

physiques et mentales et minorités visibles). Le

code d'identification du dossier personnel (CIDP)

est utilisé à des fins d'identification et afin

d'assurer que l'administration de la paye et des

avantages est uniforme. Il faut inscrire le CIDP.

**Usages compatibles :** Les renseignements

recueillis seront utilisés dans le cadre des

programmes d'équité en matière d'emploi du



**Usages compatibles :** Déterminer les mesures à prendre, y compris les mesures disciplinaires et les poursuites judiciaires.

**Normes de conservation et de destruction :** Les documents sont détruits cinq ans après que les

dossiers sont fermés.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 860

**Enregistrement (SCT) :** 002094

**Numéro de fichier :** ACIA PPE 811

**Formation et perfectionnement**

**Description :** Ce fichier comprend les données

suitantes : les demandes de formation, les

évaluations, le numéro d'assurance sociale, les

certificats, les dossiers concernant le paiement

des frais, la correspondance connexe à la

participation des employés à des cours de

formation et de perfectionnement parrainés par le

gouvernement ou par des organismes privés. Il

convient de signaler que les dossiers relatifs à la

participation et aux résultats obtenus sont joints

aux dossiers personnels des employés et que l'on

trouve dans le fichier concernant les évaluations

de rendement les renseignements touchant les

besoins en matière de perfectionnement pour

chaque employé en vue d'améliorer son

rendement. Ceci contient également les

formulaires de demandes de participation aux

programmes de formation personnelle et de

perfectionnement.

**Catégorie de personnes :** Employés de l'Agence.

**But :** Fournir de la documentation pour

l'administration des programmes de formation et

de perfectionnement au sein des ministères et

organismes fédéraux. Le numéro d'assurance

sociale (NAS) est utilisé à des fins d'identification

et afin d'assurer que l'administration de la paye et

des avantages est uniforme. Il faut inscrire le NAS;

toutefois, il peut y avoir des cas d'exception

lorsqu'il y a des circonstances spéciales.

**Usages compatibles :** Approuver et inscrire la

participation des employés à des cours de

formation et de perfectionnement et confirmer les

réalisations des employés.

**Normes de conservation et de destruction :** Les

dossiers peuvent être détruits deux ans après la

fin des cours de formation et de perfectionnement

suis par un employé.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA NDP 927

**Enregistrement (SCT) :** 000917

**Numéro de fichier :** ACIA PPE 810

sécuritaires ainsi qu'à la vérification des références

professionnelles. Ces renseignements servent

également à Travaux publics et Services

gouvernementaux Canada, car ils facilitent le

paiement des traitements; aux divers régimes

d'assurance-maladie provinciaux; aux assureurs de

groupe; aux syndicats (retenue des cotisations); et

à Santé Canada (aux fins des pensions).

**Normes de conservation et de destruction :** Les

dossiers sont gardés par l'organisme ou le ministère

pour lequel travaille actuellement l'employé pour

toute la durée d'emploi, plus un an. Le dossier suit

l'employé s'il est muté à un autre ministère. Après

cette période, les renseignements sont transférés

aux Archives nationales du Canada et sont

conservés jusqu'à ce que l'employé ait atteint l'âge

de 80 ans ou jusqu'à deux ans après le décès de

l'employé; après quoi, le dossier est détruit, pourvu

que deux ans se soient écoulés depuis la dernière

utilisation à des fins administratives des

renseignements en question. Quant aux dossiers

relatifs à des mesures disciplinaires, la durée de

conservation est mentionnée dans les conventions

collectives pertinentes, ou elle est de deux ans

suitant la date à laquelle les mesures disciplinaires

ont été prises, pour autant qu'aucune autre mesure

disciplinaire n'ait été prise depuis. Lorsque les

mesures disciplinaires ont été annulées, c'est

l'organisme ou le ministère qui voit à ce que le

document touchant cette mesure soit

immédiatement détruit. Pour tous les

renseignements jugés de nature historique ou qui

ont une valeur au plan des archives, c'est l'archiviste

national qui décide des dossiers à conserver en

permanence par les Archives nationales du Canada.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 860

**Enregistrement (SCT) :** 000913

**Numéro de fichier :** ACIA PPE 808

**Enquêtes internes**

**Description :** Le fichier contient des rapports

d'enquêtes et de la correspondance entre les

fonctionnaires de l'Agence concernant la

confirmation ou la réutation d'allégation

relativement aux employés.

**Catégorie de personnes :** Employés actuels ou

anciens de l'Agence canadienne d'inspection des

aliments.

**But :** Inscrire tous les renseignements concernant

l'inconduite alléguée ou soupçonnée d'un employé

en ce qui a trait à toute violation des lois et

régléments de l'Agence canadienne d'inspection

des aliments ou d'autres lois qui pourraient être

nuisibles à l'Agence.

exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP), l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les mises à pied et d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

**Catégorie de personnes :** Employés de l'Agence. **But :** Fournir de la documentation et des autorisations à des fins de nominations, mutations, promotions, rétrogradations, fin d'emploi et pensions de retraite.

**Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, aux autorisations

**Renvoi au dossier # :** ACIA 860  
**Enregistrement (SCT) :** 004441  
**Numéro de fichier :** ACIA PPE 830

**Demande de dossier à des fins de mutation**  
**Description :** Le fichier central d'information renferme les demandes de mutation des employés de l'Agence ainsi que ceux d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Des examens du rendement et l'évaluation de l'employé peuvent aussi y être inclus.

**Catégorie de personnes :** Employés de l'Agence canadienne d'inspection des aliments et ceux des autres ministères.

**But :** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale.

**Usages compatibles :** Afin de sélectionner des candidats pour doter des postes sur une base de mutation au sein de l'Agence canadienne d'inspection des aliments.

**Normes de conservation et de destruction :** Les documents sont conservés pendant 2 ans, puis ils sont détruits.

**No. ADD :** 98/005  
**Renvoi au dossier # :** ACIA 860  
**Enregistrement (SCT) :** 002701  
**Numéro de fichier :** ACIA PPE 822

**Dossier personnel d'un employé**  
**Description :** Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux sont coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui



réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements.

**But :** Fichier utilisé pour le paiement des réclamations et des factures susmentionnées aux employés de l'Agence. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages est uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

**Usages compatibles :** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

**Normes de conservation et de destruction :** Les dossiers sont conservés pendant 6 ans, puis ils sont détruits.

**No. ADD :** 99/004

**Renvoi au dossier # :** ACIA NDP 914

**Enregistrement (SCT) :** 002285

**Numéro de fichier :** ACIA PPE 817

**Demande de carte d'achat**

**Description :** Renseignements recueillis aux fins de la délivrance des cartes d'achats : nom au long, date de naissance, nom de jeune fille de la mère, sexe, situation de l'employé et titre du poste.

**Catégorie de personnes :** Les employés de l'Agence canadienne d'inspection des aliments investis de pouvoirs. Ceci vise à décrire les personnes dont les renseignements personnels ont été recueillis.

**But :** Veiller à ce que les achats faits par le personnel au nom de l'Agence soient facturés aux comptes correspondant aux cartes d'achat appropriées. Le coordonnateur et les fournisseurs des cartes d'achat ont tous deux besoin des renseignements demandés à des fins de sécurité et d'identification, afin d'être en mesure de délivrer les cartes d'achat du gouvernement du Canada.

**Usages compatibles :** Les renseignements recueillis serviront à justifier les dépenses de l'Agence effectuées à partir de cartes d'achat et à rédiger des rapports connexes. Les renseignements seront conservés par le coordonnateur des cartes d'achat afin d'offrir aux titulaires de cartes un service quotidien rigoureux et sécuritaire.

**Normes de conservation et de destruction :** Ces dossiers sont conservés pendant 6 ans, puis ils sont détruits.

**No. ADD :** 99/004

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 852

**Enregistrement (SCT) :** 002943

**Numéro de fichier :** ACIA PPE 826

**Base de données sur l'équité en matière d'emploi**

**Description :** La base de données contiendra l'information fournie par les employés quant à leur appartenance à un groupe désigné (auto-identification : minorités visibles, personnes handicapées, femmes, autochtones). La base de données permettra de ventiler les sous-groupes (si la chose a été mentionnée par l'employé) : sous-groupe auquel l'employé appartient (auto-identification), par exemple en ce qui a trait aux minorités visibles et aux personnes handicapées. Elle contiendra aussi une note à savoir si l'employé désire ou non que l'information soit divulguée à des fins de gestion des RH (information devant servir à diverses initiatives, participation à un jury de sélection, etc.).

**Catégorie de personnes :** Tous les employés de l'Agence canadienne d'inspection des aliments.

**But :** Saisir et conserver les données sur l'Équité en matière d'emploi relativement aux employés de l'Agence afin de produire des rapports statistiques respectant les obligations imposées par la Loi sur l'équité en matière d'emploi qui pourront être utilisées à des fins de planification en matière de RH, de fixation des objectifs de gestion et d'élaboration de programmes. Les données recueillies seront analysées aux fins d'élaboration de différents rapports statistiques, par exemple groupe et niveau professionnels, vérifier si l'Agence est représentative de la main-d'œuvre au Canada, etc.

**Usages compatibles :** Utilisation conforme au but de la banque.

**Normes de conservation et de destruction :** Les données sur l'EE sont gardées sur le logiciel PeopleSoft en perpétuité.

**No. ADD :** 98/005

**Renvoi au dossier # :** ACIA 860

**Enregistrement (SCT) :** 004421

**Numéro de fichier :** ACIA PPE 803

**Comptabilité des dépenses (employés)**

**Description :** Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

**Catégorie de personnes :** Employés de l'Agence

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# Agence canadienne d'inspection des aliments

Chapitre 31

## Fichiers de renseignements personnels particuliers

### Affectations ministérielles et interministérielles

**Description :** Ce fichier renferme des renseignements sur des employés en affectation temporaire et/ou cherchant une affectation temporaire à l'intérieur ou à l'extérieur de l'Agence, notamment leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes.

**Catégorie de personnes :** Les personnes en affectation à l'Agence canadienne d'inspection des aliments.

**But :** Veiller à ce que les points énumérés dans le protocole d'entente de l'affectation soient respectés.

**Usages compatibles :** Les renseignements sont utilisés à titre d'information, à des fins de statistiques et de planification en ressources humaines.

**Normes de conservation et de destruction :** Deux ans après la fin de l'affectation. PeopleSoft maintient les renseignements sur les employés en affectation.

**No. ADD :** 98/005  
**Renvoi au dossier # :** ACIA NDP 927  
**Enregistrement (SCT) :** 002699  
**Numéro de fichier :** ACIA PPE 821

### Autorisations sécuritaires

**Description :** Ce fichier contient tous les antécédents personnels : les résumés des enquêtes faites par le Service canadien des renseignements de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC), des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité

attribuée aux personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS.

**Catégorie de personnes :** Les personnes travaillant ou demandant à travailler à l'Agence canadienne d'inspection des aliments en vertu d'une nomination, d'une affectation, d'un contrat.

**But :** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler à l'Agence canadienne d'inspection des aliments en vertu d'un contrat, et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement.

Lorsque l'Agence canadienne d'inspection des aliments prend une décision concernant la cote de sécurité, elle peut ne consulter que les renseignements contenus dans ce fichier et ne pas consulter les renseignements conservés dans le fichier du SCRS.

**Usages compatibles :** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire de l'Agence est relié au système d'information sur les ressources humaines afin d'obtenir de l'information à jour sur les employés et de mettre à jour le système d'information sécuritaire régulièrement.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après que l'employé a quitté l'Agence.



prises), les tendances ainsi que des recommandations.

**Normes de conservation et de destruction :** 2 ans à compter de la dernière mise à jour.

**No. ADD :** 98/005

**Renvoi au dossier # :** AIN BSM 100.

**Enregistrement (SCT) :** 004260

**Numéro de fichier :** AIN PPE 802

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)  
Dossier personnel d'un employé  
Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Garderie en milieu de travail  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Politique de reconnaissance  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Chapitre 29

# Agence canadienne de développement international

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Dotation

Formation et perfectionnement  
Griefs  
Harcelement  
Langues officielles  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Sécurité et santé au travail  
Stationnement  
Rémunération et avantages

## Chapitre 30

# Agence canadienne d'évaluation environnementale

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accueil  
Aide aux employés  
Cartes d'identification et laissez-passer  
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcèlement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Affaires indiennes et du Nord Canada

Chapitre 28

Fichiers de renseignements  
personnels particuliers

**Programme du réaménagement des effectifs**

**Description :** Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études ; les antécédents professionnels ; la formation et le perfectionnement ; les droits au Canada où l'employé est prêt à déménager ; le consentement à accepter un poste de niveau inférieur ; et l'adresse personnelle. Les Codes d'identification de dossier personnel servent à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae.

**Catégorie de personnes :** Employés du Ministère.

**But :** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences.

**Usages compatibles :** Aucun usage compatible

**Normes de conservation et de destruction :**

Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation.

**Dossiers de l'ombudsman du personnel**

**Description :** Ce fichier contient des renseignements par rapport à des situations difficiles qui ont été soulevées par des employés du ministère ainsi que les approches mises en place pour résoudre lesdites situations. Il contient également des renseignements sur les activités du suivi.

**Catégorie de personnes :** Employés du ministère

ainsi que des renseignements sur le groupe d'équité en matière d'emploi (identification volontaire).

**But :** Ce fichier représente une source centrale de renseignements à jour sur les questions soulevées et est maintenu par l'ombudsman du personnel.

**Usages compatibles :** Comprends la divulgation est le couplage des données . Ce fichier représente pour l'ombudsman du personnel un outil adéquat pour enregistrer des renseignements pertinents sur les questions soulevées ce qui lui permet d'être en meilleure posture pour conseiller les employés sur la meilleure alternative à adopter pour résoudre leurs situations. Il sert également pour la production du Rapport annuel lequel fournit des renseignements statistiques (nombre d'employés, type de problèmes soulevés, mesures



partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro d'assurance sociale ou un numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé.

**Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe cible (femmes, autochtones, handicapés et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes au sein d'une institution fédérale et avec celle des groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis.

**Usages compatibles :** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi.

**Normes de conservation et de destruction :** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis.

**No. ADD :** AN-75/023  
**Enregistrement (SCT) :** 000370  
**Numéro de fichier :** AEC PPE 805

**Remboursements non salariaux par le Receveur général pour les chèques du Canada**

**Description :** Ce fichier contient l'adresse postale de chaque employé ou de l'information sur son compte bancaire.

**Catégorie de personnes :** Les employés du Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement.

**But :** Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire.

**Usages compatibles :** Émettre des chèques à l'adresse postale ou à la banque d'un employé.

**Normes de conservation et de destruction :** Les dossiers sont détruits six ans après le dernier usage administratif.

**No. ADD :** AN-75/023  
**Enregistrement (SCT) :** 004047  
**Numéro de fichier :** AEC PPE 808

**Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international**

**Description :** Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.

**Catégorie de personnes :** Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger.

**But :** Ce fichier a pour but d'organiser des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.

**Normes de conservation et de destruction :** Les dossiers sont conservés indéfiniment.

**No. ADD :** AN-75/023  
**Enregistrement (SCT) :** 000352  
**Numéro de fichier :** AEC PPE 802

correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILC) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secréariat du Conseil du Trésor. Le Ministère garde les renseignements sur les plaintes reçues concernant le Programme des langues officielles. Ces plaintes sont déposées directement auprès de la Direction des politiques et de la planification stratégique des ressources humaines ou nous parviennent par l'intermédiaire de Commissaire aux langues officielles. La division garde également des listes de champions des langues officielles nommés aux missions et dans les directions générales.

**Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier a pour but de fournir la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés.

**Usages compatibles :** Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions ; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue.

**Normes de conservation et de destruction :** Les dossiers sont détruits deux ans après la date de la dernière justification.

**No. ADD :** AN-75/023

**Enregistrement (SCT) :** 000358

**Numéro de fichier :** AEC PPE 803

**Programme d'équité en matière d'emploi**

**Description :** Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement ; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à

**Catégorie de personnes :** Le fichier se rapporte aux employés de l'institution.

**But :** Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.

**Usages compatibles :** Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés.

**Normes de conservation et de destruction :** Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits.

**No. ADD :** AN-75/023

**Enregistrement (SCT) :** 002507

**Numéro de fichier :** AEC PPE 806

**Gestion du personnel : employés recrutés sur place**

**Description :** Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger.

**Catégorie de personnes :** Employés recrutés sur place par les missions canadiennes à l'étranger.

**But :** Ce fichier a pour but d'ennagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes.

**Normes de conservation et de destruction :** Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable.

**No. ADD :** AN-75/023

**Enregistrement (SCT) :** 000351

**Numéro de fichier :** AEC PPE 801

**Langues officielles**

**Description :** Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des évaluations de langue seconde (ELS) ; les certificats de formation et la



Vous pouvez prendre note : Les renseignements suivants ne se rapportent pas uniquement au ministère du Commerce international, mais représentent le Chapitre Info Source de 2003-2004 pour le ministère des Affaires étrangères et du Commerce international (MAECI). En raison de la séparation en deux entités distinctes en décembre 2003, le ministère du Commerce international n'a pas été en mesure de mettre à jour ses données pour les inclure dans la version 2005-2006 d'Info Source.

## Fichiers de renseignements personnels centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international

**Description :** Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation. **Catégorie de personnes :** Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger.

**But :** Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI.

**Normes de conservation et de destruction :** Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits.

**No. ADD :** AN-75/023-1

**Enregistrement (SCT) :** 000350

**Numéro de fichier :** AEC PCE 778

## Fichiers de renseignements personnels particuliers

**Évaluation du rendement**

**Description :** Ce fichier contient des évaluations, des rapports et de la correspondance concernant

le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). **Catégorie de personnes :** Employés du Ministère. **But :** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. **Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi. **Normes de conservation et de destruction :** Pour le groupe exécutif et les agents perméants, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits.

**No. ADD :** AN-75/023

**Enregistrement (SCT) :** 000364

**Numéro de fichier :** AEC PPE 804

**Formation et perfectionnement**

**Description :** Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations

subséquentes ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les

besoins en perfectionnement de chaque employé.

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de l'édition 2004-2005.

Fichiers de renseignements personnels ordinaires

Veuillez vous référer à l'INTRODUCTION de cette publication pour une définition de banque de données standard et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

- Contrôle de sécurité du personnel
- Dossier personnel de l'employé
- Dotation en personnel
- Évaluation du rendement
- Formation et perfectionnement
- Harcelement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code de valeurs et d'éthique de la fonction

publique

Dossier personnel d'un employé

Les renseignements de cette institution mis à jour annuellement n'ont pas été reçus à temps pour paraître dans l'édition 2005-2006 d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Cartes d'identification et laissez-passer
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Voyages et réinstallations



## Administration portuaire de Vancouver

Chapitre 22

### Fichiers de renseignements personnels particuliers

#### Saisies-arêts

Descriptions : Cette banque de données contient la documentation juridique qui accompagne la saisie-arêt des salaires et des honoraires dus aux personnes frappées d'une saisie-arêt.

**Catégorie de personnes :** Employés de l'Administration.

**But :** La fonction de cette banque est de coordonner et de contrôler les procédures de saisie-arêt, d'appliquer les dispositions d'administration de la rémunération et d'assurer que l'Administration répond aux ordonnances des tribunaux dans les délais imposés par la loi.

Usages compatibles : Aucun.

**Normes de conservation et de destruction :** Les dossiers sont conservés cinq ans après la fin de la poursuite administrative avant d'être détruits.

**No. ADD :** 98/001

**Renvoi au dossier # :** APV REH 060

**Enregistrement (SCT) :** 004279

**Numéro de fichier :** APV PPE 801

#### Système d'information sur les ressources humaines

**Description :** Base de données sur les employés contenant : nom, adresse du domicile et numéro de téléphone, contact en cas d'urgence, date de naissance, sexe, date d'engagement, date d'ancienneté, date de retraite, antécédents professionnels, historique de salaire, formation, études et absences.

**Catégorie de personnes :** Employés de l'Administration.

## Administration portuaire de Windsor

Chapitre 23

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, embarcation et d'avion

Code de valeurs et d'éthique de la fonction publique  
Dossier personnel d'un employé  
Dotation  
Présences et congés  
Rémunération et avantages  
Stationnement

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Dossier personnel de l'employé

Dotation en personnel

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi  
Rémunération et avantages  
Évaluations du rendement  
Sécurité et santé au travail  
Stationnement

**But :** Ce fichier a pour but de documenter les demandes de permis.  
**Usages compatibles :** Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation apparemment de véhicule non autorisé à l'aéroport.  
**Normes de conservation et de destruction :** Les demandes sont conservées pendant cinq années après l'expiration du permis puis transférées aux Archives nationales.  
**No. ADD :** 99/009  
**Renvoi au dossier # :** TPA AIR 005  
**Enregistrement (SCT) :** 004371  
**Numéro de fichier :** APT PPU 020

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harçèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Dossier personnel d'un employé  
Évaluation du rendement  
Présences et congés  
Sécurité et santé au travail

# Administration portuaire de Trois-Rivières

Chapitre 21

## Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

**Renvoi au dossier # :** TPA AIR 005  
**Enregistrement (SCT) :** 004373  
**Numéro de fichier :** APT PPU 030

**Laissez-passer - Zones d'accès réglementées de l'aéroport**

**Description :** Ce fichier contient les demandes reçues d'individus qui doivent avoir accès aux zones réglementées de l'Aéroport du centre ville de Toronto. Il comprend le nom, titre, adresse, numéro de téléphone, date de naissance, taille, poids, couleur des yeux et des cheveux, empreintes digitales, état civil, photographie personnelle, et numéro d'autorisation sécuritaire de Transports Canada.  
**Catégorie de personnes :** Les employés de l'APT et les locataires de l'aéroport.  
**But :** Ce fichier a pour but de documenter les demandes de laissez-passer.

**Usages compatibles :** Les renseignements contenus dans ce fichier pourraient servir en cas de manquement à la sécurité.

**Normes de conservation et de destruction :** Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

**No. ADD :** 99/009

**Renvoi au dossier # :** TPA AIR 005

**Enregistrement (SCT) :** 004370

**Numéro de fichier :** APT PPU 015

**Permis d'exploitation de véhicules côté piste de l'aéroport**

**Description :** Ce fichier contient les demandes reçues d'individus qui ont besoin d'un permis d'exploitation de véhicules sur les terrains de l'Aéroport du centre ville de Toronto. Il comprend le nom, adresse, numéro de téléphone et renseignements sur les véhicules. Il contient aussi la formule d'évaluation de l'examen pratique du permis.  
**Catégorie de personnes :** Les employés de l'ACCVT et les locataires de l'aéroport.



## Administration portuaire de Thunder Bay

Chapitre 19

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Formation et perfectionnement  
Langues officielles  
Présences et congés  
Rémunération et avantages

## Administration portuaire de Toronto

Chapitre 20

### Fichiers de renseignements personnels particuliers

**Laissez-passer de stationnement à l'aéroport**  
**Description :** Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-

passer de stationnement à l'Aéroport du centre ville de Toronto, sur le continent. Il comprend le nom, adresse, numéro de téléphone et les renseignements sur le véhicule.

**Catégorie de personnes :** Les employés de l'APT et les locataires de l'aéroport.

**But :** Ce fichier traite les demandes de laissez-passer de stationnement.

**Usages compatibles :** Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation non autorisée apparente d'un espace de stationnement.

**Normes de conservation et de destruction :** Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

**No. ADD :** 99/009  
**Renvoi au dossier # :** TPA AIR 005  
**Enregistrement (SCT) :** 004374

**Laissez-passer de traversier de l'aéroport pour les employés**  
**Description :** Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-

passer de traversier d'emploi pour se rendre à l'Aéroport du centre ville de Toronto. Il comprend le nom, l'adresse, le numéro de téléphone et la photographie personnelle.

**Catégorie de personnes :** Les employés de l'APT, les locataires de l'aéroport, les grands

voyageurs.  
**But :** Ce fichier traite les demandes de laissez-passer de traversier des employés.

**Usages compatibles :** Les renseignements contenus dans ce fichier pourraient servir en cas de non-paiement apparent du passage de traversier.

**Normes de conservation et de destruction :** Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

**No. ADD :** 99/009  
**Renvoi au dossier # :** TPA AIR 005  
**Enregistrement (SCT) :** 004372

**Laissez-passer de traversier de l'aéroport pour véhicule**  
**Description :** Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de traversier pour véhicule de l'Aéroport du centre ville de Toronto. Il comprend le nom, adresse, numéro de téléphone et les renseignements sur le véhicule.

**Catégorie de personnes :** Les employés de l'APT et les locataires de l'aéroport.

**But :** Ce fichier traite les demandes de laissez-passer de traversier pour véhicule.

**Usages compatibles :** Les renseignements contenus dans ce fichier pourraient servir en cas de non-paiement apparent du passage de traversier de l'aéroport.

**Normes de conservation et de destruction :** Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

**No. ADD :** 99/009

## Administration portuaire de Saint John

Chapitre 16

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION de cette publication au sujet de la définition des fichiers ordinaires et de la description de leur contenu

Aide aux employés

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction

publique

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Présences et congés

Rémunération et avantages

Santé et sécurité au travail

## Administration portuaire de Sept-Îles

Chapitre 17

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Évaluation au rendement

Rémunération et avantages

## Administration portuaire de St. John's

Chapitre 18

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Contrôle de sécurité du personnel

(vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluations du rendement

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail



## Administration portuaire de Port Alberni

Chapitre 13

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code de valeurs et d'éthique de la fonction publique  
Rémunération et avantages

## Administration portuaire de Prince Rupert

Chapitre 14

### Fichiers de renseignements personnels ordinaires

Veillez consulter l'INTRODUCTION de cette publication au sujet de la définition des fichiers ordinaires et de la description de leur contenu.

Dossier personnel d'employé  
Dotation en personnel  
Évaluation du rendement  
Griefs  
Harcelement  
Langues officielles  
Paye et avantages sociaux  
Présences et congés  
Programme d'équité des employés  
Santé et sécurité au travail

## Administration portuaire de Québec

Chapitre 15

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Carte d'identification et laissez-passer  
Dossier personnel d'un employé  
Dotation

Évaluation du rendement  
Formation et perfectionnement  
Griefs  
Mesures disciplinaires  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Administration portuaire de Hamilton

Chapitre 10

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Dossier personnel d'un employé

Dotation  
Évaluation du rendement  
Griefs  
Langues officielles  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail

## Administration portuaire de Montréal

Chapitre 11

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Dossier personnel d'un employé Dotation Évaluation du rendement

Formation et perfectionnement  
Griefs  
Mesures disciplinaires  
Présences et congés  
Programme d'équité en matière d'emploi  
Rémunération et avantages  
Sécurité et santé au travail  
Stationnement

## Administration portuaire de Nanaimo

Chapitre 12

### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Code de valeurs et d'éthique de la fonction Dossier personnel d'un employé

Évaluation du rendement  
Griefs  
Harcèlement  
Langues officielles  
Présences et congés  
Rémunération et avantages  
Sécurité et santé au travail



**Fichiers de renseignements personnels ordinaires**

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.

Dossiers du personnel  
Griefs  
Cartes d'identité et passes pour édifices  
Santé et sécurité au travail  
Salaire et avantages sociaux  
Dotation en personnel

d'équivalence pour services passés (FESP) et le calcul des déficits dans les contributions des employés. Les informations sont utilisées aux fins de réconciliation et de validation des comptes.

**Usages compatibles :** Ces renseignements sont utilisés pour préparer des rapports qui aideront à l'administration du régime.

**Normes de conservation et de destruction :** Les fichiers sont conservés pendant sept ans après la mort de l'employé et seront détruits à l'échéance de la période de conservation.

**No. ADD :** 98/005  
**Renvoi au dossier # :** APBW PEN 140  
**Enregistrement (SCT) :** 005472  
**Numéro de fichier :** APBW PPE 800

**Administration portuaire de Belledune**

Chapitre 8

**Fichiers de renseignements personnels ordinaires**

Dossier personnel d'un employé  
Évaluation du rendement  
Présences et congés  
Sécurité et santé au travail

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

**Administration portuaire de Halifax**

Chapitre 9

**Fichiers de renseignements personnels ordinaires**

Dotation  
Évaluation du rendement des employés  
Griefs  
Hygiène et santé professionnelles  
Langues officielles  
Présence et congés  
Programme d'équité entre les employés  
Rémunération et avantages sociaux

Veillez consulter l'INTRODUCTION de la présente publication pour obtenir la description des fichiers ordinaires, ainsi que de leur contenu.

Aide aux employés  
Code de valeurs et d'éthique de la fonction publique  
Dossiers des employés

## Administration de pilotage du Pacifique Canada

Chapitre 5

### Fichiers de renseignements personnels ordinaires

Vous trouverez la définition des fichiers ordinaires et la description de leur contenu dans l'INTRODUCTION de la présente publication. Accidents de véhicule automobile, de navire, d'embarcation et d'aéronef

Dossiers personnels des employés

Dotation  
Gratifications

Mesures disciplinaires

Présences et congés

Rémunération et avantages sociaux

Santé et sécurité au travail

Dossier personnel d'un employé

Présences et congés

Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

### Fichiers de renseignements personnels ordinaires

## Administration du pont Blue Water

Chapitre 7

### Fichiers de renseignements personnels particuliers

#### Fichiers de retraite

**Description :** Ce fichier renferme des renseignements personnels relatifs au régime de

retraite y compris le nom, la date de naissance, le

sex, l'état matrimonial, la date d'entrée en

vigueur de l'état matrimonial, l'adresse de

résidence et le numéro de téléphone à la maison,

le statut d'emploi, le numéro d'identification de

l'employé, le numéro d'assurance sociale, le

relevé d'emploi abrégé, le salaire de base, la base

des salaires donnant droit à une pension, la date

d'admissibilité à une pension, le nombre d'années

de service admissibles à une pension, les

allocations donnant droit à une pension, la date de

cessation d'emploi et les raisons, les montants de

contribution déduits, la durée de la semaine de

travail, les renseignements sur les déductions au

païement y compris les tiers-saisie, le cas échéant,

les détails bancaires relatifs à la division de la pension, l'adresse de correspondance des retraités et des survivants, les renseignements sur les déductions et les crédits d'impôt. Le numéro d'assurance sociale est recueilli pour l'émission des formulaires d'impôt appropriés, tel qu'autorisé par la Loi de l'impôt sur le revenu.

**Catégorie de personnes :** Employés de l'administration du pont Blue Water.

**But :** Ce fichier est utilisé pour faire rapport des montants remis aux Fonds de pension au cours de l'année selon les déductions à la source. Le fichier est utilisé pour administrer, maintenir et payer les prestations dues aux employés et aux retraités en vertu du régime de retraite, y compris les prestations au conjoint ou au survivant, la division des prestations tel que requis dans une séparation, les prestations de pension rachetée, les facteurs d'équivalence (FE) à des fins de rapport T4, les facteurs d'équivalence rectifiés (FER) à des fins de rapport T10, les facteurs



## Administration de pilotage des Laurentides Canada

### Chapitre 4

#### Fichiers de renseignements personnels particuliers

##### Registre des pilotes à l'emploi de

##### l'Administration

**Description :** Ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes.

**Catégorie de personnes :** Pilotes et apprentis-pilotes de l'Administration de pilotage des

Laurentides.

**But :** Tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi

sur le pilotage.

**Usages compatibles :** permet de vérifier que les pilotes et apprentis pilotes répondent aux

exigences de la Loi sur le pilotage en ce qui

concerne leur aptitudes à exercer leurs fonctions.

**Normes de conservation et de destruction :** Les

renseignements sont conservés dans nos locaux

deux (2) ans à compter de la date à laquelle le

pilote ou apprenti-pilote cesse ses fonctions pour

être ensuite acheminés aux Archives nationales.

**No. ADD :** 98/005

**Renvoi au dossier # :** APL POE 901

**Enregistrement (SCT) :** 003684

**Numéro de fichier :** APL PPE 801

#### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

##### Membres du conseil d'administration de

##### l'APGL

**Description :** L'information que renferme cette

banque comprend les curriculum vitae des

membres, les décrets au moyen desquels les

membres ont été nommés au Conseil, la

correspondance et les demandes de

remboursement des frais de déplacement.

**Catégorie de personnes :** Le public, les pilotes et

les représentants de l'industrie maritime.

**But :** L'information sert à remplir les demandes de

remboursement des frais de déplacement et à la

rémunération des membres.

#### Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

**Usages compatibles :** L'Administration conserve

un fichier relatif à ses membres.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant sept ans.

**No. ADD :** à être déterminée

**Renvoi au dossier # :** PGL OPE 005

**Enregistrement (SCT) :** 002999

**Numéro de fichier :** PGL PPE 810

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Administration de pilotage de l'Atlantique Canada

Fichiers de renseignements  
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Fichiers de renseignements  
personnels particuliers

Dossiers des employés

**Description :** Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit :

Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour l'immeuble;

langues officielles; évaluations du rendement;

dotation en personnel; formation et

perfectionnement; déplacements et

déménagements.

Administration de pilotage des Grands Lacs Canada

Fichiers de renseignements  
personnels particuliers

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langues officielles; évaluations du rendement;

dotation en personnel; formation et

perfectionnement; déplacements et

déménagements.

**Catégorie de personnes :** Ce dossier se rapporte

aux employés de l'Administration.

**But :** Ces données servent à assurer la

coordination des démarches du personnel au sein

de l'Administration dans l'intérêt de l'individu et de

l'employeur.

**Usages compatibles :** Ce fichier vise à

documenter et à autoriser les nominations, les

mutations, les promotions, les rétrogradations, les

licenciements et la pension de retraite.

**Normes de conservation et de destruction :** Les

dossiers sont conservés pendant sept ans. Toute

personne voulant consulter ces dossiers devra

fournir son nom et son adresse.



Form Number	Bank Number	Form Number	Bank Number
Prolongation du délai pour présenter un grief	SCT PCE 721	Secrétariat du Conseil du Trésor du Canada	SCT PCE 740
Régimes de pensions spéciaux	SCT PCE 734	Secrétariat du Conseil du Trésor du Canada	SCT PCE 799
Système de rapports sur les congés	SCT PCE 718	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 764
Système de rapports sur les services supplémentaires	SCT PCE 717	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 747
Système de suivi des griefs de classification	SCT PCE 707	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 723
Système de surveillance du réaménagement des effectifs (SSRE)	SCT PCE 732	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 804
Système d'examen des normes de classification	SCT PCE 733	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 724
Système d'information des titulaires	SCT PCE 723	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 753
Système d'information sur l'exclusion (EXCL)	SCT PCE 714	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 743
Système Versements/Retenues	SCT PCE 716	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 741
Banque de données sur les pensions de la fonction publique	TPSGC PCE 702	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 790
Cartes de demande d'assurance	TPSGC PCE 703	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 754
Registre des logements de la Couronne	TPSGC PCE 701	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 733
Systèmes de traitement de la paye de la fonction publique	TPSGC PCE 705	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 788

Numéro de fichier	Nom d'installation	Nom de l'unité
AEC PCE 778	Ministère des Affaires étrangères et du Commerce international	Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international
Scan PCE 787	Santé Canada	Comité médical consultatif - Santé des fonctionnaires fédéraux
Scan PCE 751	Santé Canada	Dossiers des dispensaires
Scan PCE 772	Santé Canada	Dossiers médicaux de santé au travail
Scan PCE 722	Secrétariat du Conseil du Trésor du Canada	Accréditation
SCT PCE 705	Secrétariat du Conseil du Trésor du Canada	Arbitrage – Renvois en vertu de l'article 92 (LRTFP)
SCT PCE 706	Secrétariat du Conseil du Trésor du Canada	Arbitrage – Renvois en vertu des articles 98 et 99 (LRTFP)
SCT PCE 803	Secrétariat du Conseil du Trésor du Canada	Exemption à la politique concernant les voyages – cas particuliers
SCT PCE 792	Secrétariat du Conseil du Trésor du Canada	Exemption à la politique de réinstallation – cas particuliers
SCT PCE 750	Secrétariat du Conseil du Trésor du Canada	Griefs
SCT PCE 770	Secrétariat du Conseil du Trésor du Canada	Griefs du Conseil national mixte
SCT PCE 789	Secrétariat du Conseil du Trésor du Canada	Pension de la Fonction publique – cas
SCT PCE 728	Secrétariat du Conseil du Trésor du Canada	Plaintes des agents négociateurs
SCT PCE 802	Secrétariat du Conseil du Trésor du Canada	Présentations au Conseil du Trésor
SCT PCE 704	Secrétariat du Conseil du Trésor du Canada	Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)
SCT PCE 741	MAECI PCE 701	



Titre de la fonction	Nom d'attribution	Numéro de fichier	Numéro de fichier nouveau
Demande de prolongation de délai	Commission des relations de travail dans la fonction publique	RTF PCE 705	RTF PCE 710
Demandes de révision	Commission des relations de travail dans la fonction publique	RTF PCE 706	RTF PCE 793
Détermination des postes désignés	Commission des relations de travail dans la fonction publique	RTF PCE 708	RTF PCE 737
Griefs renvoyés à l'arbitrage	Commission des relations de travail dans la fonction publique	RTF PCE 701	RTF PCE 726
Médiation des plaintes/griefs	Commission des relations de travail dans la fonction publique	RTF PCE 701	RTF PCE 805
Opposition à l'exclusion de postes de direction ou de confiance	Commission des relations de travail dans la fonction publique	RTF PCE 702	RTF PCE 771
Plaintes - Code canadien du travail - partie II	Commission des relations de travail dans la fonction publique	RTF PCE 709	RTF PCE 727
Plaintes relatives à des pratiques de travail déloyales	Commission des relations de travail dans la fonction publique	RTF PCE 703	RTF PCE 729
Dossiers sur l'indemnisation des employés de l'État	Développement des ressources humaines Canada	DRHC PCE 701	RHDC PCE 749
Projet-pilote de gestion des incapacités fonctionnelles	Développement social Canada	DSC PCE 705	DSC PCE 781
Comité de révision linguistique	École de la fonction publique du Canada	CFF PCE 716	EFPC PCE 758
Orientation linguistique	École de la fonction publique du Canada	CFF PCE 739	EFPC PCE 760
Services en formation linguistique	École de la fonction publique du Canada	CFF PCE 741	EFPC PCE 761
Dossiers en matière de conflits d'intérêts	Industrie Canada	IC PCE 701	IC PCE 730
Rétroaction des clients et de la collectivité fonctionnelle	Industrie Canada	IC PCE 702	IC PCE 725

Programme de recrutement postsecondaire (PRP) : répertoire des candidates et candidats	Commission de la fonction publique du Canada	CFF PCE 767	CFF PCE 785
Programme d'initiales des mesures spéciales (PIMS) : répertoire des participantes et participants (a cessé en 1998)	Commission de la fonction publique du Canada	CFF PCE 758	CFF PCE 798
Programme internationaux : répertoire	Commission de la fonction publique du Canada	CFF PCE 733	CFF PCE 756
Recours en matière de mutation	Commission de la fonction publique du Canada	CFF PCE 745	CFF PCE 736
Répertoire des candidats et candidates et présentations	Commission de la fonction publique du Canada	PSC PCE 708	PSC PCE 709
Résultats aux examens de sélection	Commission de la fonction publique du Canada	CFF PCE 711	CFF PCE 773
Résultats aux tests d'évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada	CFF PCE 718	CFF PCE 797
Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)	Commission de la fonction publique du Canada	CFF PCE 765	CFF PCE 744
Sélection du personnel (autre que les cadres)	Commission de la fonction publique du Canada	CFF PCE 712	CFF PCE 779
Services d'évaluation des compétences en leadership (antérieurement Centre d'évaluation en vue de l'identification du potentiel de direction)	Commission de la fonction publique du Canada	CFF PCE 726	CFF PCE 762
Système d'information des ressources de gestion (SIRG) (dernière mise à jour en date de 1993)	Commission de la fonction publique du Canada	CFF PCE 734	CFF PCE 766
Décisions des agents de sécurité	Commission des relations de travail dans la fonction publique	RTF PCE 710	RTF PCE 734



Item sélectionné	Numéro de la fiche	Numéro de la fiche nouveau
Congés en vue de briguer les suffrages	CFP PCE 705	CFP PCE 763
Consultation et perfectionnement professionnel, Gestion de la diversité : niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)	Commission de la fonction publique du Canada	CFP PCE 723
CFP PCE 721		CFP PCE 721
Décret d'exemption sur les langues officielles	Commission de la fonction publique du Canada	CFP PCE 717
CFP PCE 774		CFP PCE 774
Dotation des cadres de direction	Commission de la fonction publique du Canada	CFP PCE 732
CFP PCE 746		CFP PCE 746
Enquêtes	Commission de la fonction publique du Canada	CFP PCE 703
CFP PCE 757		CFP PCE 757
Évaluation de langue seconde à partir des bureaux régionaux	Commission de la fonction publique du Canada	CFP PCE 714
CFP PCE 795		CFP PCE 795
Examineurs de l'Évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada	CFP PCE 715
CFP PCE 796		CFP PCE 796
Fonctionnaires renvoyés ou rétrogradés ( la CFP n'assume plus cette fonction depuis 1993)	Commission de la fonction publique du Canada	CFP PCE 706
CFP PCE 786		CFP PCE 786
Information et inscription aux cours	École de la fonction publique du Canada	EFPC PCE 735
CFP PCE 732		CFP PCE 732
Médiation, enquête et encadrement dans la prévention et le Règlement du harcèlement en milieu de travail	Commission de la fonction publique du Canada	CFP PCE 781
CFP PCE 768		CFP PCE 768
Personnes nommées en vertu d'un décret d'exemption	Commission de la fonction publique du Canada	CFP PCE 704
CFP PCE 780		CFP PCE 780
Priorités prévues par la Loi sur l'emploi dans la fonction publique et le Règlement sur l'emploi dans la fonction publique	Commission de la fonction publique du Canada	CFP PCE 709
CFP PCE 801		CFP PCE 801

Nom de fichier	Nom d'institution	Niveau de confidentialité	Niveau de confidentialité
Ressourcement des sous-ministres adjoints – Sans compétition	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 730	AGRHPF PCE 719
Service de courtagé (programme d'affectations)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 740	AGRHPF PCE 782
Système d'information sur la classification des postes	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 725	AGRHPF PCE 784
Système d'information sur la classification des postes du groupe de la direction	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 736	AGRHPF PCE 745
Système d'information sur les langues officielles (SILO II)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 703	AGRHPF PCE 775
Système sur les congés sans solde	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 720	AGRHPF PCE 765
Dossiers médicaux à l'hôpital Sainte-Anne	Anciens Combattants Canada	ACC PCE 705	ACC PCE 738
Système automatisé d'index PERSFILE	Archives nationales du Canada	AN PCE 701	AN PCE 777
Anciens employés civils - dossiers d'employés	Bibliothèque et archives Canada	BAC PCE 702	BAC PCE 748
Système d'identification des contacts ministériels	École publique Public Service	EPSC 703	CCG PCD 735
Accréditation des agents de dotation	Commission de la fonction publique du Canada	CFP PCE 721	CFP PCE 800
Auditions d'appels	Commission de la fonction publique du Canada	CFP PCE 702	CFP PCE 708
Autres Enquêtes	Commission de la fonction publique du Canada	CFP PCE 780	CFP PCE 776
Cadre analytique (antérieurement Systèmes informatisés de relevés statistiques)	Commission de la fonction publique du Canada	CFP PCE 761	CFP PCE 707
Centre d'évaluation en vue de la nomination des cadres de direction (CÉNCD)	Commission de la fonction publique du Canada	CFP PCE 772	CFP PCE 711



Plan de formation				Ministère de l'Éducation		Ministère de l'Éducation		Ministère de l'Éducation	
Programme de formation accélérée pour les économistes : répertoire des candidats et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	PSC PCE 766	AGRHPF PCE 701						
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidats et candidats	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 768	AGRHPF PCE 702						
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 769	AGRHPF PCE 703						
Programme de perfectionnement en recherche sur les politiques	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 777	AGRHPF PCE 783						
Programme de stagiaires en gestion : répertoire des candidats et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 763	AGRHPF PCE 767						
Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 751	AGRHPF PCE 720						
Programme Échanges Canada : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 729	AGRHPF PCE 755						
Ressourcement des sous-ministres adjoints – Concours ouvert	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 715	AGRHPF PCE 718						
Ressourcement des sous-ministres adjoints – Concours restreint	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 710	AGRHPF PCE 716						
Ressourcement des sous-ministres adjoints – Mutation du bassin	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 725	AGRHPF PCE 717						

# Index des fichiers de renseignements personnels centrale

Nom d'information	Numéro de fichier	Niveau de protection
Annulation de l'accréditation	RTF PCE 794	RTF PCE 704
Commission des relations de travail dans la fonction publique		
Autorisation d'interferer des poursuites	AGRHFP PCE 707	AGRHFP PCE 723
Banque de données sur l'équité en emploi (Auparavant « Système de contrôle des ressources humaines »)	AGRHFP PCE 706	AGRHFP PCE 739
Base de données des sous-ministres adjoints	AGRHFP PCE 720	AGRHFP PCE 715
Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)	AGRHFP PCE 700	AGRHFP PCE 714
Fichier d'information sur la mobilité des employés	AGRHFP PCE 724	AGRHFP PCE 769
Module informatisé sur la formation linguistique	AGRHFP PCE 704	AGRHFP PCE 759
Primes d'encouragement	AGRHFP PCE 702	AGRHFP PCE 752
Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats	AGRHFP PCE 770	AGRHFP PCE 712
Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants	AGRHFP PCE 771	AGRHFP PCE 713
Processus de promotion de EX-04 à EX-05	AGRHFP PCE 705	AGRHFP PCE 742



**Stationnement**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada (GRC) ou la ville d'Ottawa.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ces dossiers ont pour but de recueillir des renseignements concernant l'administration des privilèges accordés en matière de stationnement.

**Usages compatibles :** Émettre les permis de stationnement.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/001

**Renvoi au dossier # :** NDP 903

**Numéro de fichier :** POE 914

Développement social Canada (DSC) conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire no 908.

#### **Catégorie de personnes : Employés de l'institution.**

**But :** Ces dossiers ont pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes

gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères.

#### **Usages compatibles : Étayer les décisions**

connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités

subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées.

#### **Normes de conservation et de destruction :**

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 922

**Numéro de fichier :** POE 907

sur l'administration de la paye et des avantages sociaux. Les fichiers peuvent également comprendre des ordonnances de saisie-arêt et de distraction de fonds, ainsi que des renseignements sur les retenues à la source pour les dons à des œuvres de charité.. (Nota : Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de l'employé.)

#### **Catégorie de personnes : Employés et anciens employés de l'institution.**

**But :** La documentation décrite dans ce fichier sert à l'administration de la paye et des avantages sociaux dans les institutions gouvernementales et à approuver le paiement des traitements et des indemnités ainsi que les retenues. L'employé est tenu de fournir son NAS pour ce fichier, lequel est ensuite communiqué à Travaux publics et Services gouvernementaux Canada (TPSGC), qui s'en sert pour créer un Code d'identification de dossier personnel (CIDP). Le NAS est aussi communiqué à l'agence du revenu du Canada (ARC) aux fins de l'impôt sur le revenu et pour les feuillets T4.

**Usages compatibles :** Permettre la vérification et le rapprochement des comptes relatifs à la paye (p. ex., la rémunération et autres sommes auxquelles a droit l'employé) et justifier le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément au Règlement sur la saisie-arêt pour l'exécution d'ordonnances et d'ententes alimentaires, de procéder à la saisie-arêt et à la distraction de fonds.

#### **Normes de conservation et de destruction :**

Pour connaître la durée exacte de la période de conservation de ces types de documents, prière de communiquer avec le coordonnateur de l'AIPRP de l'institution concernée.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 924 et NDP 925

**Numéro de fichier :** POE 904

#### **Sécurité et santé au travail**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier peuvent

comprendre des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administrés.



l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux.

#### **Usages compatibles** : Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme.

#### **Normes de conservation et de destruction** :

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

**No. ADD** : 98/005

**Renvoi au dossier #** : NDP 918

**Numéro de fichier** : POE 903

#### **Programme d'équité en matière d'emploi**

**Description** : Les dossiers contenant les renseignements décrits dans ce fichier

comprennent des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le Code d'identification de dossier personnel (CIDP) peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé.

#### **Catégorie de personnes** : Employés de l'institution.

**But** : Ces dossiers ont pour but de recueillir toute la documentation nécessaire à la mise en œuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont

utilisées afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le Code d'identification de dossier personnel (CIDP) peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905). **Usages compatibles** : Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi.

#### **Normes de conservation et de destruction** :

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

**No. ADD** : 98/005

**Renvoi au dossier #** : NDP 921

**Numéro de fichier** : POE 918

#### **Rémunération et avantages**

**Description** : Les dossiers contenant l'information décrite dans ce fichier peuvent comprendre des certificats de paye, des dossiers sur les indemnités et les retenues, lesquels renferment des renseignements sur la paye et les avantages sociaux de chaque employé, ainsi que le numéro d'assurance sociale (NAS) et la correspondance

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'ALRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 923

**Numéro de fichier :** POE 906

#### Mesures disciplinaires

**Description :** Les dossiers contenant les

renseignements décrits dans ce fichier peuvent comprendre des avis de mesures disciplinaires et des pièces de correspondance concernant les fautes de conduite des employés; des témoignages; des avis juridiques; des données d'enquête sur d'éventuelles fautes de conduite et des rapports d'analyse connexes. Il convient de noter que les avis de mesures disciplinaires peuvent être versés au dossier personnel des employés.

**Catégorie de personnes :** Employés et anciens

employés du ministère ou de l'organisme.

**But :** Ces dossiers ont pour but de conserver les

renseignements utilisés aux fins de mesures disciplinaires dans les institutions

de prendre une mesure disciplinaire et la nature de celle-ci.

**Usages compatibles :** Appuyer les décisions

concernant la paye et les avantages sociaux; les congés et les présences; les mutations,

rétrogradations et cessations d'emploi.

**Normes de conservation et de destruction :** (1)

Pour connaître la période de temps particulière pendant laquelle différents types de documents

administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le

coordonnateur de l'ALRP de l'institution en question. (2) Documents concernant un employé

en particulier, y compris les documents liés à des mesures disciplinaires – le délai à respecter en

matière de disposition est précisé dans les

conventions collectives pertinentes ou un

minimum de deux ans suivant la date à laquelle la

mesure disciplinaire a été prise, à condition

qu'aucune autre mesure disciplinaire n'a été

versée au dossier entre-temps. (3) Lorsqu'une

mesure disciplinaire est annulée, c'est à

l'institution qu'il incombe de s'assurer que les

documents se rapportant à la mesure sont

immédiatement détruits.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 926

**Numéro de fichier :** POE 911

#### Politique de reconnaissance

**Description :** Les dossiers contenant les

renseignements décrits dans ce fichier se

rapportent aux fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime de la

politique de reconnaissance du gouvernement

fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de

contributions méritoires concernant leurs

fonctions, ou des suggestions pratiques en vue de

l'amélioration des opérations de la Fonction

publique, ainsi que des rapports de

recommandations, dûment remplis.

**Catégorie de personnes :** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du

Régime de la politique de reconnaissance.

**But :** Le fichier a pour but de déterminer les

personnes qui ont été nommées pour des primes

dans le cadre du Régime de la politique de

reconnaissance du gouvernement fédéral.

**Usages compatibles :** Les renseignements

contenus dans ces dossiers sont utilisés pour

établir des précédents au sujet des primes et pour

fournir une vérification à rebours concernant les

dépenses de fonds.

**Normes de conservation et de destruction :**

Pour connaître la période de temps particulière

pendant laquelle différents types de documents

administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le

coordonnateur de l'ALRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 918

**Numéro de fichier :** POE 920

#### Présences et congés

**Description :** Les dossiers contenant les

renseignements décrits dans ce fichier peuvent

comprendre des rapports sur les absences et les

demandes de congé, ainsi que les certificats

médicaux produits pour des congés de maladie.

Sur tous ces documents, on doit inscrire le Code

d'identification de dossier personnel (CIDP), et on

doit également joindre la correspondance

connexe aux présences et congés. Le dossier

annuel portant sur les congés et les présences

est joint au dossier personnel d'un employé.

Certains renseignements relatifs aux congés et

aux présences sont présentés sous forme de

modules automatisés enregistrés dans des bases

de données sur le personnel de l'organisme ou du

ministère (systèmes présence/temps, congés et

absences).

**Catégorie de personnes :** Employés de

l'institution.

**But :** Ces dossiers ont pour but d'étayer



coordonateur de l'AIPRP de l'institution en question.  
**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 926

**Numéro de fichier :** POE 910

#### Harcèlement

**Description :** Les dossiers contenant les

renseignements décrits dans ce fichier peuvent

renfermer de l'information concernant les plaintes

de harcèlement et le règlement des problèmes de

harcèlement, notamment la médiation et les

enquêtes. Les données recueillies comprennent

de la correspondance concernant les allégations

de harcèlement; les entrevues réalisées avec les

plaignants et les mis en cause; les entrevues

avec les témoins des incidents; les rapports des

enquêtes et les analyses des événements et des

résultats, ainsi que les dossiers touchant les

décisions prises au sujet d'incidents donnés ou de

plaintes de harcèlement. Lorsqu'on a recours à la

médiation, les profils et les évaluations des

médiateurs, les ententes de médiation et de

opinions des médiateurs peuvent être versés au

dossier. Ces renseignements doivent constituer

un dossier distinct et ne doivent pas être placés

dans le dossier personnel d'un plaignant.

Lorsqu'une mesure disciplinaire est prise à la

suite d'une enquête, les renseignements peuvent

être transférés dans un dossier de discipline

pertinent et consister en de l'information décrite

dans le fichier de renseignements personnels

ordinaire consacré à la discipline.

**Catégorie de personnes :** Employés de

l'institution et autres personnes à l'emploi de la

fonction publique.

**But :** Ces dossiers ont pour but de recueillir les

renseignements nécessaires pour traiter les

plaintes de harcèlement; pour établir, dans des

circonstances données, s'il y a vraiment une

situation de harcèlement et, dans l'affirmative,

déterminer les mesures appropriées, notamment

des mesures disciplinaires, pour mettre fin à cette

situation.

**Usages compatibles :** Appuyer les décisions

portant sur les mutations et les mesures

disciplinaires à l'endroit des employés et assurer

l'équité du processus de l'enquête,

renseignements concernant les résultats et les

recommandations de l'enquête pouvant être

divulguées au plaignant et au mis en cause. À la

suite d'une plainte fondée, on peut divulguer au

plaignant toute mesure corrective ou disciplinaire.

On peut utiliser des renseignements d'ordre

général touchant des personnes qui ne peuvent

être identifiées pour analyser les tendances et

donner de l'information aux personnes oeuvrant

dans le domaine de la prévention et du règlement

du harcèlement.

**Normes de conservation et de destruction :**

Pour connaître la période de temps particulière

pendant laquelle différents types de documents

administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le

coordonateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 921 et NDP 926

**Numéro de fichier :** POE 919

#### Langues officielles

**Description :** Ce fichier contient des

renseignements sur les inscriptions aux cours et

les présences; des demandes de formation

linguistique comprenant des données

personnelles de base utilisées à des fins

d'identification, comme la principale langue

officielle de l'employé, sa date de naissance et

son Code d'identification de dossier personnel

(CIDP); les résultats des examens de

connaissance linguistique; les certificats formation

et la correspondance concernant les qualifications

de l'employé en matière de langues officielles. Le

fichier peut également comprendre un double de

la formule destinée au Système d'information sur

les langues officielles (SILCO). Les examens

linguistiques, les dossiers concernant la formation

et les exemptions sont joints au dossier personnel

de l'employé. On trouve également des données

semblables dans les fichiers particuliers de la

Commission de la Fonction publique et du

Secrétariat du Conseil du Trésor.

**Catégorie de personnes :** Employés de

l'institution.

**But :** Les renseignements décrits dans ce fichier

ont pour but de fournir de la documentation

nécessaire à l'administration des politiques en

matière de langues officielles relatives aux

employés de la Fonction publique fédérale. Il vise

à justifier et à étayer les décisions touchant les

qualifications en matière de langues officielles et

les épreuves linguistiques, ainsi qu'à justifier le

besoin en formation linguistique et à confirmer les

réalisations des employés.

**Usages compatibles :** Étayer et justifier les

décisions concernant chaque employé, en matière

de questions de dotation, d'admissibilité à la

prime au bilinguisme, de mutations et de

promotions. Il permet également de déterminer le

statut linguistique de l'employé et de vérifier

l'administration des programmes relatifs aux

langues officielles.

**Normes de conservation et de destruction :**



organismes fédéraux.

**Usages compatibles** : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi.

**Normes de conservation et de destruction** : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD** : 98/005

**Renvoi au dossier** # : NDP 927

**Numéro de fichier** : POE 905

**Garderie en milieu de travail**

**Description** : Les dossiers contenant les renseignements décrits dans ce fichier peuvent renfermer des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés.

**Catégorie de personnes** : Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique.

**But** : Ces dossiers doivent servir à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Ils permettront de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Ils serviront également à évaluer la politique sur les garderies.

**Usages compatibles** : Les renseignements

**Normes de conservation et de destruction** : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD** : 98/005

**Renvoi au dossier** # : NDP 921

**Numéro de fichier** : POE 930

**Griefs**

**Description** : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs.

**Catégorie de personnes** : Employés de l'institution.

**But** : Ces dossiers ont pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la fonction publique.

**Usages compatibles** : Les renseignements décrits dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique.

**Normes de conservation et de destruction** : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le

coordonnateur de l'AIPRP de l'institution en question.

**No. ADD** : 98/005

**Renvoi au dossier** # : NDP 921

**Numéro de fichier** : POE 930

**Griefs**

**Description** : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs.

**Catégorie de personnes** : Employés de l'institution.

**But** : Ces dossiers ont pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la fonction publique.

**Usages compatibles** : Les renseignements décrits dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique.

**Normes de conservation et de destruction** : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le



dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le Numéro d'assurance sociale (NAS) et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ces dossiers contiennent les renseignements utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Ils sont également une source de renseignements pour les programmes et les services d'équité en matière d'emploi.

**Usages compatibles :** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CCF) sur la « Communication de renseignements à la suite d'une sélection » en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 918, NDP 919 et NDP 920

**Numéro de fichier :** POE 902

**Évaluation du rendement**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier comprennent des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

**Catégorie de personnes :** Employés de

l'institution. Ces dossiers ont pour but de conserver des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

**Usages compatibles :** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 921

**Numéro de fichier :** POE 912

**Formation et perfectionnement**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier peuvent renfermer des renseignements personnels concernant les demandes pour suivre des cours et des évaluations; le Code d'identification de dossier personnel; le statut de membre d'un groupe visé par l'équité en matière d'emploi; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier des évaluations du rendement les renseignements concernant les besoins en matière de perfectionnement de chaque employé en vue d'améliorer son rendement.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ces dossiers ont pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et

permettre l'accès aux sites Web et aux bases de données du gouvernement et du ministère. Certains des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada (TPSGC) afin de faciliter le versement des traitements; à divers régimes d'assurance-maladie provinciaux et à des assureurs collectifs, s'il y a lieu; à Développement sociale Canada (DSC) aux fins de l'assurance-emploi et des pensions; et à l'Agence du revenu du Canada (ARC) et à la province de Québec pour les besoins de l'impôt sur le revenu. Il peut y avoir échange de renseignements entre l'employeur actuel et l'employeur précédent du fonctionnaire pour que puissent être effectués des paiements finaux, y compris des paiements rétroactifs et le recouvrement de sommes dues à la Couronne dans le cas d'un employé qui quitte une organisation pour aller travailler pour une autre organisation. .

**Normes de conservation et de destruction :**

Les dossiers sont gardés par l'institution pour laquelle travaille actuellement l'employé pour toute la durée de son emploi, s'il s'agit d'une institution énumérée en annexe de la Loi sur la protection des renseignements personnels, plus un an après la dernière utilisation à des fins administratives des renseignements en question. Ils sont ensuite transférés au Centre fédéral de documents de la région de la capitale nationale, Bibliothèque et Archives Canada. Les dossiers du personnel civil sont détruits par le Bibliothèque et Archives Canada lorsque l'employé atteint l'âge de 80 ans, pourvu que deux ans se soient écoulés depuis la dernière utilisation des renseignements à des fins administratives.

**No. ADD :** 98/005 et 98/018

**Renvoi au dossier # :** NDP 921

**Numéro de fichier :** POE 901

**Dotation**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier

comprennent les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la

rétrogradations, les périodes d'emploi, y compris les périodes de probation, les mises en disponibilité et la durée de l'emploi, la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, y compris les normes des bénéficiaires. On peut également trouver dans ce dossier, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'arme à feu que requiert l'emploi ainsi que la cessation d'emploi, y compris les certificats et les motifs de départ. Vous trouverez dans d'autres fichiers ordinaires une description plus complète des renseignements que renferment les dossiers des institutions qui ont trait à certains des sujets précités.

Lorsqu'une personne change de ministère ou d'organisme (et que les deux institutions sont mentionnées en annexe de la Loi sur la protection des renseignements personnels), la première institution peut, avant de les transférer à l'autre, conserver les dossiers pertinents jusqu'à ce qu'elle ait fini de remplir toutes les formalités administratives requises.

**Catégorie de personnes :** Employés et anciens employés de l'institution.

**But :** Les dossiers personnels des employés sont conservés, d'une part, pour faciliter l'administration du personnel du ministère ou

l'organisme employeur et, d'autre part, par souci de continuité et d'exactitude lorsqu'un employé est muté à un autre ministère ou organisme mentionné en annexe de la Loi sur la protection des renseignements personnels. Les dossiers renfermant l'information décrite dans ce fichier servent à assurer la coordination des interventions du personnel dans les institutions gouvernementales, dans l'intérêt de l'employé

aussi bien que de l'employeur. On se sert parfois de l'information pour planifier des interventions futures en se basant sur les profils démographiques actuels de l'effectif, notamment pour planifier la relève.

**Usages compatibles :** L'information peut être

utilisée, entre autres, pour appuyer l'administration des fonctions du personnel qui sont énumérées dans la Description ci-dessus. Elle peut aussi servir à confirmer l'identité des employés en vue de leur



permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire.

#### **Normes de conservation et de destruction :**

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 921

**Numéro de fichier :** POE 915

#### **Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier comprennent les renseignements recueillis par les institutions gouvernementales lors de vérifications de la fiabilité et d'autorisations de sécurité relativement à des personnes qui travaillent ou qui soumettent une demande d'emploi auprès d'une institution fédérale à la suite d'une nomination, d'une affectation ou de l'obtention d'un contrat, conformément à la Politique du gouvernement sur la sécurité (PGS). Ces documents comprennent les formulaires de consentement et d'autorisation du personnel dûment remplis, la documentation pertinente sur les autorisations de sécurité et les antécédents personnels, les données attestant des études, titres et qualités professionnelles, les données sur l'emploi, la vérification du casier judiciaire (y compris les empreintes digitales utilisées dans le cadre du contrôle de sécurité), la vérification de la solvabilité lorsqu'il y a lieu, des photos ainsi que d'autres renseignements personnels. L'information fournie par les candidats peut uniquement être partagée avec les agences d'évaluation du crédit, la Gendarmerie royale du Canada (GRC) et le Service canadien du renseignement de sécurité (SCRC) qui procède aux vérifications requises en vertu de la PGS, ou à des fins de transférabilité telle que définie dans la Norme sur la sécurité du personnel de la PGS, et les bureaux de la sécurité d'autres ministères fédéraux. Le niveau de fiabilité et les autorisations de sécurité peuvent être annexés au Dossier personnel de l'emploi.

**Catégorie de personnes :** Les personnes qui travaillent ou qui souhaitent travailler pour le gouvernement fédéral par voie de nomination, sont conservées dans un fichier du SCRS.

Les détails des enquêtes menées par le SCRS sont conservés dans un fichier du SCRS.

être annexés au Dossier personnel de l'emploi. de fiabilité et les autorisations de sécurité peuvent

sécurité d'autres ministères fédéraux. Le niveau personnel de la PGS, et les bureaux de la

telle que définie dans la Norme sur la sécurité du vertu de la PGS, ou à des fins de transférabilité

(SCRC) qui procède aux vérifications requises en Service canadien du renseignement de sécurité la Gendarmerie royale du Canada (GRC) et le

partagée avec les agences d'évaluation du crédit, fournie par les candidats peut uniquement être

d'autres renseignements personnels. L'information solvabilité lorsqu'il y a lieu, des photos ainsi que

cadre du contrôle de sécurité), la vérification de la compris les empreintes digitales utilisées dans le

l'emploi, la vérification du casier judiciaire (y titres et qualités professionnelles, les données sur

personnels, les données attestant des études, les autorisations de sécurité et les antécédents

dûment remplis, la documentation pertinente sur consentement et d'autorisation du personnel

documents comprennent les formulaires de gouvernement sur la sécurité (PGS). Ces

d'un contrat, conformément à la Politique du nomination, d'une affectation ou de l'obtention

d'une institution fédérale à la suite d'une qui soumettent une demande d'emploi auprès

relativement à des personnes qui travaillent ou de la fiabilité et d'autorisations de sécurité

institutions gouvernementales lors de vérifications comprennent les renseignements recueillis par les

renseignements décrits dans ce fichier **Description :** Les dossiers contenant les

**de la fiabilité /autorisation de sécurité)**

**Contrôle de sécurité du personnel (vérification**

**Numéro de fichier :** POE 915

**Renvoi au dossier # :** NDP 921

**No. ADD :** 98/005

coordonnateur de l'AIPRP de l'institution en question. fédérale, veuillez communiquer avec le

administratifs sont gardés par une institution pendant laquelle différents types de documents

Pour connaître la période de temps particulière Normes de conservation et de destruction :

l'ancien fonctionnaire.

d'un agent public quant à la manière de traiter applicables. Cela influe sur la capacité courante

d'observation d'après-mandat qui lui sont un ancien fonctionnaire respecte les mesures

permettre aux agents désignés de déterminer si

d'affectation, par l'entremise d'une agence de services temporaires ou d'un contrat, et dont le poste exige une vérification de la fiabilité ou une autorisation de sécurité.

**But :** Ces dossiers ont pour but de consigner et de conserver de l'information se rapportant à la détermination de l'identité, de l'honnêteté, de la fiabilité, de la pertinence et de la loyauté d'une personne dans le but de protéger les biens de l'employeur et de fournir l'information nécessaire à un contrôle de sécurité, conformément à la

Politique du gouvernement sur la sécurité. Les institutions ont uniquement accès à l'information

contenue dans ce fichier et non à l'information relative aux enquêtes du fichier du SCRS.

**Usages compatibles :** Justifier les décisions

touchant les nouveaux employés, les mutations, les promotions, les mesures disciplinaires et les

licenciements ou la résiliation d'ententes contractuelles.

**Normes de conservation et de destruction :**

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/001

**Renvoi au dossier # :** NDP 920 et NDP 921

**Numéro de fichier :** POE 924

#### **Dossier personnel d'un employé**

**Description :** Ce fichier décrit l'information que peut renfermer le dossier personnel d'un employé, dossier qui contient des renseignements sur son emploi dans les institutions gouvernementales

énumérées en annexe de la Loi sur la protection des renseignements personnels. C'est l'institution pour laquelle l'employé travaille actuellement qui

détient le dossier personnel de ce dernier, lequel peut contenir les renseignements suivants : des

caractéristiques personnelles telles que l'âge et le sexe, le numéro d'assurance sociale (NAS), le

code d'identification de dossier personnel (CDDP), l'adresse domiciliaire, la citoyenneté, les études

(diplômes, certificats et bulletins), les emplois précédents à l'extérieur de la fonction publique,

les curriculum vitae et les références.

Le dossier personnel de l'employé peut renfermer

des renseignements sur la dotation en personnel, les présences et les congés, la rémunération, les

avantages sociaux, les saisies-arêts, la formation et le perfectionnement, les décisions relatives à la

rémunération et à l'aptitude à l'emploi, les langues officielles, la discipline, le niveau d'autorisation de

sécurité, le lieu de travail, les nominations, les mutations, les déploiements, les promotions et les

gouvernement fédéral par voie de nomination,



**Usages compatibles :** Emission de cartes d'identification et de laissez-passer. De plus, avec le consentement de la personne visée, les photos conservées en dossier peuvent servir à des fins d'identification pour appuyer le contrôle de sécurité du personnel. La base de données des cartes d'identification et laissez-passer peut consigner les heures d'arrivée et de sortie des installations, et être utilisée dans les cas d'incidents touchant la sécurité comme des vols ou des situations d'urgence. Dans pareille éventualité, l'information peut être partagée avec les autorités policières pertinentes et les équipes d'urgence.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/001

**Renvoi au dossier # :** NDP 931

**Numéro de fichier :** POE 917

**Code de valeurs et d'éthique de la fonction publique**

**Description :** Les renseignements figurant dans des dossiers pertinents à ce sujet comprennent (1) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code de valeurs et d'éthique de la fonction publique et (2) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles.

**Catégorie de personnes :** Les employés, actuels et anciens, d'institutions gouvernementales figurant à l'annexe I de la partie I de la Loi sur les relations de travail dans la fonction publique. But : Ces dossiers ont pour but de conserver les renseignements (1) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'institutions gouvernementales figurant à l'annexe I de la partie I de la Loi sur les relations de travail dans la fonction publique; (2) d'intérêts potentiels; et (3) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription.

**Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. De plus,

**Usages compatibles :** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. De plus,

des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence des services d'hygiène du travail et du milieu. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires doivent être conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ces dossiers ont pour but d'étayer les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation.

**Usages compatibles :** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

**No. ADD :** 98/005

**Renvoi au dossier # :** NDP 921

**Numéro de fichier :** POE 916

**Cartes d'identification et laissez-passer**

**Description :** Les dossiers contenant les renseignements décrits dans ce fichier comprennent les photos, signatures, noms, prénoms et numéros de carte des détenteurs de laissez-passer, les formulaires d'identification ainsi que la correspondance liée à l'émission et au maintien des cartes d'identification et laissez-passer, de même que les registres de contrôle de l'accès.

**Catégorie de personnes :** Les employés et personnes en affectation ou à contrat, qui doivent avoir accès à une institution fédérale.

**But :** Ces documents ont pour but l'information sur l'émission, l'utilisation et l'annulation des cartes d'identification et laissez-passer, et de contribuer à assurer la sécurité des installations gouvernementales ainsi que celle des personnes et des biens qui se trouvent dans de telles installations.



## Descriptions des fichiers de renseignements personnels ordinaires

Des descriptions destinées aux fichiers de renseignements personnels ordinaires ont été préparées pour préciser les renseignements personnels que l'on peut trouver dans les types de dossiers communément tenus par les institutions fédérales. Il s'agit de dossiers qui étaient les fonctions administratives, les procédures et les systèmes internes que possèdent toutes les institutions fédérales ou qu'elles se partagent. Ils décrivent l'information concernant la paye et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Ces fichiers de renseignements portent l'identificateur unique « POE » dans le numéro de fichier que l'on trouve dans le fichier de renseignements personnels

**Normes de conservation et de destruction des fichiers de renseignements personnels ordinaires**

L'énoncé des normes de conservation et de destruction suivantes s'applique à tous les fichiers de renseignements personnels ordinaires, à moins d'indication contraire dans un fichier de renseignements personnels spécifiques.

- Les dossiers contenant les renseignements personnels décrits dans les fichiers ordinaires peuvent être conservés pendant diverses périodes de temps, selon la décision de chaque entité gouvernementale, à moins d'indication contraire.

- Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada.

- Selon la Loi sur la protection des renseignements personnels, « fins administratives » s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu.

- Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question

### Accidents d'automobile, de bateau,

#### d'embarcation et d'avion

**Description :** Les dossiers contenant des renseignements décrits dans ce fichier peuvent comprendre des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire no 907.

**Catégorie de personnes :** Employés de l'institution.

**But :** Ces dossiers ont pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion

**Description :** Les dossiers contenant des renseignements décrits dans ce fichier sont traités de façon confidentielle en ce qui touche la participation d'un employé au Programme d'aide aux employés (PAE). Ces dossiers peuvent comprendre des avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); des dossiers de mise en rapport

#### Aide aux employés

**Numéro de fichier :** POE 908

**Usages compatibles :** Déterminer la responsabilité pour de tels accidents et approuver leur règlement.

**Normes de conservation et de destruction :** Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

**Renvoi au dossier # :** NDP 901 et NDP 913

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POE 905	Formation et perfectionnement		
POE 906	Langues officielles		
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## **Travaux publics et Services gouvernementaux Canada**

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**Société immobilière du Canada limitée**

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**Société canadienne d'hypothèques et de****logement**

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**Société d'assurance-dépôts du Canada**

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<p><b>Administration portuaire de Saint John</b>  Pam Flemming  Coordonnateur de l'accès à l'information  et la protection des renseignements  personnels  133, rue Prince William, 5e étage  Saint John (Nouveau Brunswick) E2L 2B5  Tél. : (506) 636-4982  Télécopieur : (506) 636-4443  pflemming@sjport.com</p>	<p><b>Administration portuaire de Port Alberni</b>  Linda Keisall  Coordonnateur de l'accès à l'information  et la protection des renseignements  personnels  2750, chemin Harbour  Port Alberni (Colombie-Britannique) V9Y  7X2  Tél. : (250) 723-5312  Télécopieur : (250) 723-1114  Lkeisall.papa@telus.net</p>
<p><b>Administration portuaire de Sept-Îles</b>  Diane Morin  Coordonnateur de l'accès à l'information  et la protection des renseignements  personnels  1 Quai Mgr-Blanche  Sept-Îles (Québec) G4R 5P3  Tél. : (418) 961-1227  Télécopieur : (418) 962-4445  dmorin@portsi.com</p>	<p><b>Administration portuaire de Prince-Rupert</b>  Diane Coperthwaite  Coordonnateur de l'accès à l'information  et la protection des renseignements  personnels  200 – 215, rue Cow Bay  Prince Rupert (Colombie-Britannique) V8J  1A2  Tél. : (250) 627-8899  Autre Tél. : (250) 627-2510  Télécopieur : (250) 627-8980  dcoperthwaite@rupertport.com</p>



**Administration du pipe-line du Nord****Canada**

Jean Boulais

Coordonnateur de l'accès à l'information  
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580 rue Booth, 11e étage

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**Administration du pont Blue Water**

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**Administration portuaire de Belledune**

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**Administration portuaire de Halifax**

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Terminals Océan

1215 rue Marginal

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**Administration portuaire de Hamilton**

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605, rue James Nord, 6e étage

Hamilton (Ontario) L8L 1K1

Tél. : (905) 525-4330 Ext.254

Télécopieur : (905) 528-6282

mdrake@hamiltonport.ca

**Administration portuaire de Montréal**

Sylvie Vachon

Coordonnateur de l'accès à l'information  
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personnels

Édifice du port de Montréal

Cité du Havre, Aile no. 1

Montréal (Québec) H3C 3R5

Tél. : (514) 283-2735

Télécopieur : (514) 496-9121

vachons@port-montreal.com

# Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels

## Administration canadienne de la sûreté du transport aérien

Lise Patry  
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lise.patry@catsa-acsta.gc.ca

## Administration de pilotage de l'Atlantique Canada

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2000, rue Barrington, bureau 910  
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## Administration de pilotage des Grands Lacs Canada

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## Administration de pilotage des Laurentides Canada

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555, boul. René-Lévesque Ouest,  
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## Administration de pilotage du Pacifique Canada

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1000 – 1130, rue Pender Ouest  
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V6E 4A4  
Tél. : (604) 666-6771  
Télécopieur : (604) 666-1647  
admins@ppa.gc.ca

## Administration du pipe-line du Nord Canada

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TERME	DEFINITION
Fichiers de renseignements personnels – Fichiers ordinaires	<p>Il existe un certain nombre de fichiers de renseignements personnels (fichiers ordinaires) qui contiennent les renseignements personnels qu'on retrouve dans les dossiers conservés par la plupart des institutions gouvernementales. On y retrouve des renseignements sur les demandes au titre de l'accès à l'information et de la protection des renseignements personnels, les systèmes de gestion de la correspondance de la direction, etc. Les institutions peuvent détenir un grand nombre de ces fichiers ou tous ces fichiers afin de décrire les renseignements personnels contenus dans leurs dossiers.</p>
Fin administrative	<p>Utilisation de renseignements personnels dans un processus de prise de décisions influant directement sur la personne concernée.</p>
Normes de conservation et de disposition	<p>Calendrier établissant la période pendant laquelle une institution doit conserver ses renseignements et ses dossiers. Ces normes indiquent également la méthode de disposition qui s'applique aux documents institutionnels lorsque ceux-ci n'ont plus d'utilité fonctionnelle, juridique ou autre et les documents auxquels les normes peuvent s'appliquer à des fins de disposition finale.</p>
Numéro de fichier ou de FRP	<p>Numéro d'identification unique attribué par l'institution à chaque fichier de renseignements personnels dans le but de faciliter le jumelage entre le FRP et les dossiers et renseignements conservés dans son système de gestion de l'information.</p>
Numéro de dossier de programme	<p>Numéro d'identification unique attribué à la description de chaque dossier de programme.</p> <ul style="list-style-type: none"> <li>• Ce numéro est attribué par chaque institution en vue de faciliter le repérage des renseignements contenus dans ses dossiers.</li> </ul>

<p>TI FMT</p> <p>LEAD</p> <p>DEFINITION</p>	<p>Cycle de vie de l'information</p> <p>Le cycle de vie de l'information comprend toutes les étapes de planification, de cueillette, de création, d'acceptation et de saisie de l'information par une institution; son organisation, sa récupération, son utilisation, son accessibilité, sa dissémination et sa transmission; son entreposage, son entretien et sa protection; ainsi que sa disposition et sa préservation.</p>	<p>Dossier de programme</p> <p>Description des dossiers et des renseignements produits, recueillis et utilisés par chaque institution fédérale aux fins de l'exécution de son mandat. Les dossiers de programmes contiennent des pointeurs pour repérer les renseignements habituellement détenus dans les systèmes de tenue de dossiers des ministères et organismes fédéraux. Les descriptions des dossiers de programmes déterminent les sujets visés par les fonctions, les programmes et les activités d'une institution.</p>	<p>Fichier de renseignements personnels (FRP)</p> <p>Les fichiers de renseignements personnels donnent une brève description du type de données portant sur les personnes que détiennent les ministères et organismes fédéraux.</p> <ul style="list-style-type: none"> <li>En vertu de la Loi sur la protection des renseignements personnels, les fichiers de renseignements personnels doivent contenir tous les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne.</li> <li>Les fichiers de renseignements personnels doivent contenir des renseignements personnels qui ont été utilisés, qui sont actuellement utilisés ou qui sont prêts à l'être à des fins administratives.</li> </ul>
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I. Termes utiles

LEXIQUE DEFINITION	
Autorisation de disposition des documents	Outil délivré par le bibliothécaire et archiviste du Canada pour guider les institutions fédérales qui désirent disposer de documents qui n'ont plus d'utilité fonctionnelle ou autre. Il existe trois façons de disposer des documents : en autorisant leur destruction (à la discrétion des institutions), en demandant leur transfert à Bibliothèque et Archives Canada ou en autorisant leur aliénation du contrôle du gouvernement du Canada, c.-à-d. en les transférant à un organisme de service spécial ou à un autre ordre de gouvernement.
Autorisation pluri-institutionnelle de disposer de documents (APDD)	Une APDD est une autorisation de disposition de documents accordée par le bibliothécaire et archiviste du Canada aux institutions gouvernementales sur une base pluri-institutionnelle dans le cas de documents gérés par toutes les institutions fédérales ou par un grand nombre d'entre elles, et qui permet aux institutions autorisées de disposer de documents sous réserve de certaines modalités.
Coordonnateur de la protection des renseignements personnels	Chaque ministère ou organisme du gouvernement fédéral a un coordonnateur de la protection des renseignements personnels dont le bureau est doté de personnel qui peut répondre à vos questions et vous aider à préciser les dossiers que vous désirez voir.
Couplage des données	Activité de comparaison des renseignements personnels provenant de sources diverses, notamment de fichiers de renseignements personnels, afin de prendre des décisions au sujet de la personne sur laquelle portent ces renseignements.

Si vous désirez obtenir un exemplaire du Répertoire des centres fédéraux de demande de renseignements ou de la publication Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels - Bulletin, veuillez communiquer avec :

**Le Centre de distribution du Conseil du Trésor**  
L'Esplanade Laurier, niveau P-1W  
300, avenue Laurier Ouest, pièce P-140  
Ottawa (Ontario) K1A 0R5

Téléphone ..... (613) 995-2855  
Télécopieur ..... (613) 996-0518  
Courriel ..... Services-Publications@tbs-sct.gc.ca

Si vous désirez acheter un exemplaire de Sources de renseignements fédéraux ou de Sources de renseignements sur les employés fédéraux, veuillez communiquer avec :

**Les Éditions et services de dépôt**  
Travaux publics et Services gouvernementaux Canada  
Ottawa (Ontario) K1A 0S5

Courriel ..... publications@pwgsc.gc.ca  
Téléphone ..... (613) 941-5995  
Téléphone sans frais ..... 1 800 635-7343 (Canada et É.-U.)  
Télécopieur ..... (613) 954-5779  
Télécopieur sans frais ..... 1 800 565-7757 (Canada et É.-U.)  
Site Internet ..... <http://publications.gc.ca>

Les quatre publications d'**Info Source** sont également disponibles gratuitement sur Internet à l'adresse suivante : [www.infosource.gc.ca](http://www.infosource.gc.ca).

**Nota :** Les demandes faites en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels doivent être transmises aux institutions appropriées dont les adresses apparaissent dans les pages suivantes.



- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, autrement dit, que c'est bien vous et non quelqu'un d'autre qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.

Faites parvenir le formulaire au coordonnateur de la protection des renseignements personnels du ministère ou organisme fédéral concerné.

Il n'y a pas de frais pour les demandes présentées en vertu de la *Loi sur la protection des renseignements personnels*.

### **Pour apporter des changements aux renseignements**

Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

### **Délais**

En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les 30 premiers jours et on vous donnera la raison pour laquelle une période supplémentaire de 30 jours pourrait être requise.

## **H. Où obtenir Info Source**

Si vous désirez obtenir plus de renseignements au sujet d'**Info Source**, de la *Loi sur l'accès à l'information* ou de la *Loi sur la protection des renseignements personnels*, vous pouvez communiquer avec :

### **Le Secrétariat du Conseil du Trésor du Canada**

L'Esplanade Laurier, tour Est  
140, rue O'Connor, 8<sup>e</sup> étage  
Ottawa (Ontario) K1A 0R5

Renseignements généraux ..... (613) 957-2400

Publications ..... (613) 995-2855

Télécopieur ..... (613) 996-0518

ATME ..... (613) 957-9090

Référence générale de la

Bibliothèque ..... (613) 996-5494

Courriel ..... [infosource@tbs-sct.gc.ca](mailto:infosource@tbs-sct.gc.ca)

Site Internet ..... [www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)

**Sources de renseignements sur le gouvernement fédéral**, qu'on peut se procurer au bureau du coordonnateur de l'accès à l'information et de la protection des renseignements personnels de chaque ministère ou organisme fédéral, aux bureaux du personnel du gouvernement fédéral et dans les bibliothèques fédérales.

**Fichiers de renseignements personnels particuliers** : contiennent des renseignements personnels sur les membres du grand public et sur des employés fédéraux (en poste ou l'ayant déjà été).

Ils sont assortis d'un numéro d'identification « PPU » unique.

**Fichiers de renseignements personnels ordinaires** : divers FRP ordinaires décrivent les renseignements personnels qui se trouvent dans des fichiers normalement gardés par la plupart des institutions gouvernementales. Les institutions peuvent avoir besoin de certains ou de tous ces FRP ordinaires pour décrire les renseignements personnels contenus dans leurs propres dossiers, comme les demandes d'accès à l'information et de protection des renseignements personnels, les systèmes de gestion de la correspondance des cadres, etc.

Ils sont assortis d'un numéro d'identification « POU ».

**Fichiers de renseignements personnels centraux** : FRP centraux qui décrivent les renseignements ayant trait au grand public, de même qu'aux fonctionnaires fédéraux (en poste ou l'ayant déjà été). Les fichiers centraux et les fichiers connexes sont conservés par des organismes centraux tels que la Commission de la fonction publique, le Secrétariat du Conseil du Trésor du Canada et Travaux publics et Services gouvernementaux Canada.

Ils sont assortis d'un numéro d'identification « PCU ».

## G. Comment faire une demande

### Loi sur la protection des renseignements personnels

Lorsque vous avez décidé de faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*, vous devez suivre certaines procédures. N'oubliez pas que vous trouverez plus rapidement ce que vous cherchez si vous savez déjà quel ministère ou organisme détient l'information que vous désirez :

- Obtenez un **Formulaire de demande d'accès à des renseignements**

personnels dans les endroits où la publication **Info Source** est disponible (y compris le site Internet : [www.tbs-sct.gc.ca/tbsf-fsct\\_f.html](http://www.tbs-sct.gc.ca/tbsf-fsct_f.html)).



les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne. Ces fichiers doivent aussi contenir les renseignements personnels qui ont été ou qui sont utilisés, ou encore, qui peuvent servir à des fins administratives.

**Info** Les trois types de fichiers de renseignements personnels que renferme **Source : Sources de renseignements sur les fonctionnaires fédéraux** ne concernent que les employés du gouvernement du Canada en poste et ses anciens employés. Ils sont libellés de la manière suivante :

**Fichiers de renseignements personnels ordinaires sur les employés : Il** existe un certain nombre de fichiers de renseignements personnels ordinaires sur les employés (fichiers ordinaires sur les employés) qui contiennent les renseignements personnels qu'on retrouve dans les dossiers conservés par la plupart des institutions gouvernementales au sujet de leurs employés. Les institutions peuvent détenir un ou tous ces fichiers afin de décrire les renseignements personnels contenus dans leurs dossiers. On y retrouve des renseignements sur la rémunération et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Ces fichiers sont assortis d'un numéro d'identification « POE » unique.

**Fichiers de renseignements personnels particuliers sur les employés :** Les fichiers particuliers contiennent des renseignements personnels sur les employés. Ils sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Ces FFP sont assortis d'un numéro d'identification « PPE » unique.

**Fichiers de renseignements personnels centraux sur les employés :** Les fichiers centraux et les fichiers connexes sont conservés par des organismes centraux tels que la Commission de la fonction publique, le Secrétariat du Conseil du Trésor du Canada et Travaux publics et Services gouvernementaux Canada. Ils décrivent les renseignements portant sur les employés de toutes les institutions gouvernementales ou de certaines. Les fichiers de renseignements personnels centraux sont assortis d'un numéro d'identification « PCE » unique.

Les autres types de fichiers de renseignements personnels (FRP) concernent les membres du grand public ou un amalgame de membres du grand public et de fonctionnaires fédéraux (en poste et anciens employés). Ces FRP se trouvent dans le volume complémentaire de la publication — **Info Source :**

*personnels*, par exemple, les renseignements qui concernent une autre personne que le demandeur ou qui traitent de questions délicates liées à la sécurité nationale ou à des enquêtes judiciaires.

**Nota :** La *Loi sur la protection des renseignements personnels* ne permet pas de contrôler ou d'obtenir des documents qui ne sont pas détenus par le gouvernement fédéral, comme ceux qui sont conservés par un gouvernement provincial ou une municipalité, ou encore, par des organisations du secteur privé comme les banques commerciales et les bureaux de crédit. La plupart des gouvernements provinciaux ont une loi semblable à la *Loi sur la protection des renseignements personnels*. Pour en apprendre davantage à ce sujet, vous pouvez consulter la liste des institutions provinciales dans les pages bleues de votre annuaire téléphonique local.

## **Certains renseignements personnels sont confidentiels**

En vertu de la *Loi sur la protection des renseignements personnels*, le gouvernement fédéral est tenu de garder certaines catégories de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres personnes, à la sécurité nationale et à l'exécution de la Loi.

## **Sauvegarde des renseignements personnels**

La protection des renseignements personnels et de la vie privée est un autre élément très important de la *Loi sur la protection des renseignements personnels*. La Loi précise quand et comment le gouvernement peut recueillir et entreposer des renseignements personnels et comment il peut en disposer. Elle précise également pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut l'obtenir et en faire usage.

## **Divulgaration de l'information**

Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la *Loi sur la protection des renseignements personnels* s'appliquent, par exemple, dans le cas d'une citation juridique. De telles divulgations sont discrétionnaires et assujetties à toute autre loi du Parlement.

## **F. Fichiers de renseignements personnels**

Les fichiers de renseignements personnels donnent un aperçu du type de renseignements sur les personnes qui sont détenus par les ministères et organismes fédéraux. En vertu de la *Loi sur la protection des renseignements personnels*, les fichiers de renseignements personnels doivent contenir tous



auxquels elle estime avoir droit, peut demander à la Section de première instance de la Cour fédérale d'examiner la question.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

**Bureau du Commissaire à la protection de la vie privée**  
 Place de Ville, tour B  
 112, rue Kent, 3<sup>e</sup> étage  
 Ottawa (Ontario) K1A 1H3

Renseignements généraux . . . . . (613) 995-8210  
 Télécopieur . . . . . (613) 947-6850  
 Numéro sans frais . . . . . 1 800 282-1376  
 ATME . . . . . (613) 992-9190  
 Site Internet . . . . . [www.privcom.gc.ca](http://www.privcom.gc.ca)

## **E. Loi sur la protection des renseignements personnels**

Dans le cadre de leurs activités quotidiennes, les ministères et organismes fédéraux recueillent des renseignements personnels auprès de presque tous les Canadiens. La *Loi sur la protection des renseignements personnels* garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut recueillir, utiliser, entreposer et divulguer des renseignements personnels, et sur la façon dont il peut en disposer.

### **La plupart des renseignements sont disponibles sur demande**

Dans la plupart des cas, vous pouvez obtenir vos renseignements personnels sur demande. La présente publication d'**Info Source** vous aide à déterminer le ministère ou l'organisme qui détient les renseignements et à les obtenir.

### **Catégories de renseignements personnels détenus**

Vous connaissez sans doute déjà la plupart des programmes et des opérations du gouvernement qui font appel à des renseignements personnels, comme l'impôt sur le revenu à l'Agence des douanes et du revenu du Canada, la citoyenneté à Citoyenneté et Immigration Canada et le programme d'assurance-emploi à Développement social Canada.

Certains renseignements personnels ne peuvent pas être communiqués par le gouvernement fédéral en vertu de la *Loi sur la protection des renseignements*

## Responsabilités de chaque institution

Les institutions gouvernementales doivent fournir chaque année au Secrétaire du Conseil du Trésor des descriptions de leur organisation et de leurs fonds de renseignements. Ces descriptions servent à produire les publications exigées aux termes de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*. Chaque ministère ou organisme est responsable des renseignements qu'il fournit.

Les institutions gouvernementales sont tenues de faire en sorte que les renseignements ou les dossiers soient gérés selon un cycle de vie déterminé. Il incombe à chaque institution gouvernementale de comprendre et de mettre en application toute législation au sujet de la conservation de l'information et, notamment, ses propres lois à ce sujet. Par conséquent, chaque institution gouvernementale doit définir la période pendant laquelle elle doit garder ses dossiers, y compris les dossiers administratifs communs visés par une APDD. La responsabilité de la décision de détruire un document, une fois que l'autorisation de disposer des documents a été établie et celle de choisir le moment où le document sera détruit incombent à l'institution gouvernementale concernée.

Chaque institution fédérale compte un coordonnateur de l'accès à l'information et de la protection des renseignements personnels. Le personnel du bureau du coordonnateur répond aux questions et facilite la recherche des dossiers ou des renseignements demandés. On peut joindre les coordonnateurs en personne, par téléphone, par courrier électronique, par la poste ou en présentant un formulaire de demande au titre de la protection des renseignements personnels.

## Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire peut également vous aider si vous êtes insatisfait de la réponse obtenue ou du temps qu'il a fallu pour l'obtenir. Lorsque le Commissaire recommande à une institution de donner accès à ses dossiers et que l'institution refuse, on peut faire appel auprès de la Cour fédérale.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels



## C. Pour utiliser Info Source efficacement

### Déterminez le chapitre exact

Repérez le chapitre du ministère ou de l'organisme qui, d'après vous, aurait l'information et consultez les dossiers de programmes et les fichiers de renseignements personnels.

Si vous n'êtes pas certain de l'organisme ou du ministère fédéral auquel vous devriez vous adresser, communiquez par lettre ou par téléphone avec le bureau de n'importe quel coordonnateur de la protection des renseignements personnels.

### Pour les personnes handicapées

Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide du bureau de l'un des coordonnateurs de la protection des renseignements personnels.

## D. Rôles et responsabilités

### Responsabilités du Conseil du Trésor

En vertu de la *Loi sur l'accès à l'information*, le Conseil du Trésor est chargé de produire chaque année un répertoire des renseignements personnels qui permet d'expliquer au public quel traitement le gouvernement accorde aux renseignements personnels et qui aide le public à mieux exercer ses droits en vertu de la *Loi sur la protection des renseignements personnels*. Le Secrétaire du Conseil du Trésor s'acquitte de cette tâche en produisant chaque année la publication **Info Source**.

### Responsabilités de Bibliothèque et Archives Canada (BAC)

Établi en application de la Loi sur la Bibliothèque et les Archives du Canada, Bibliothèque et Archives Canada assume diverses responsabilités liées à la disposition des renseignements produits par les institutions fédérales à l'appui des politiques publiques, de la gestion gouvernementale et de l'exécution des programmes. Ces responsabilités comprennent l'autorisation accordée aux institutions gouvernementales de détruire des documents, et la conservation des documents qui revêtent une importance historique ou d'archive.

Si vous avez des questions au sujet de ces responsabilités, veuillez communiquer avec le Centre de gestion de l'information de Bibliothèque et Archives Canada (BAC), au (613) 944-IMGI (4644) ou à l'adresse [imgi@lac-bac.gc.ca](mailto:imgi@lac-bac.gc.ca).

Section E – Quelques points essentiels de la *Loi sur la protection des renseignements personnels*

Section F – Information détaillée sur les diverses catégories de fichiers de renseignements personnels (FRP)

Section G – Renseignements détaillés visant le processus à suivre pour présenter une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*

Section H – Renseignements sur les façons d'obtenir une copie de toute publication **Info Source**, et

Section I – Glossaire des termes utilisés tout au long du présent document

## 2) Fichiers de renseignements personnels (FRP) ordinaires

Les descriptions normalisées de renseignements personnels ont été conçues par le Conseil du Trésor afin de décrire les renseignements personnels qui pourraient se trouver dans les fichiers normalement gardés par les institutions fédérales et qui sont inclus dans la publication. Les institutions peuvent décider d'enregistrer ces fichiers de renseignements personnels ordinaires et d'en déclarer un ou plusieurs, plutôt que de concevoir leurs propres FRP.

## 3) Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujéti à la *Loi sur la protection des renseignements personnels*. Les chapitres sont organisés par ordre alphabétique, selon le nom normalement utilisé par l'institution en question. Chaque chapitre donne une description des renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux, l'objet et l'utilisation prévue (utilisation uniforme) de l'information, la durée de conservation, ainsi qu'un énoncé sur la conservation et la disposition de l'information. Les chapitres renferment aussi des renseignements sur les façons moyens de destruction des fichiers lorsqu'ils ne sont plus utiles à l'institution donnée (destruction ou transfert à la Bibliothèque et Archives Canada pour une conservation permanente et l'autorité de référence qui permet que l'on prenne des mesures de disposition (autorisation de disposition des dossiers)).



## **Info Source : Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels – Bulletin**

- Publication contenant des données statistiques sur les demandes d'information présentées chaque année en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, ainsi que des statistiques cumulatives depuis 1983.
- Publication donnant un aperçu des arrêts de la Cour fédérale en matière d'accès à l'information.

### **Info Source : Répertoire des centres fédéraux de demande de renseignements**

- Publication donnant les adresses et numéros de téléphone des ministères et organismes visés par la Loi sur l'accès à l'information et/ou la Loi sur la protection des renseignements personnels.
- Publication donnant la liste des autres institutions associées au gouvernement fédéral pour en faciliter l'accès.

**Info Source** est distribué aux bibliothèques, aux bureaux municipaux et aux bureaux du gouvernement fédéral, partout au Canada. Il est bien de comprendre les différences fondamentales entre la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels. Les renseignements disponibles en vertu de ces lois et les procédures à suivre pour les obtenir diffèrent. Les détails essentiels sont décrits dans les pages qui suivent.

## **B. Ce que contient Info Source**

La présente publication d'**Info Source** comporte trois éléments principaux :

### **1) Introduction**

L'introduction comprend :

Section A – Avant-propos

Section B – Ce que contient **Info Source**

Section C – Pour utiliser **Info Source** efficacement

Section D – Un résumé des rôles et responsabilités des institutions fédérales qui sont chargées soit de la production d'**Info Source**, soit de fournir des données pour les publications d'**Info Source**.

# INTRODUCTION

**Nota :** La présente introduction d'**Info Source** est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes ayant une déficience visuelle.

## A. Avant-propos

**Info Source : Sources de renseignements sur les employés fédéraux** vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes actuellement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la *Loi sur la protection des renseignements personnels*.

La présente publication est l'un des quatre outils de référence conçus pour aider les citoyens à exercer leurs droits en vertu de deux lois canadiennes : la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*. Les publications d'**Info Source** aident les fonctionnaires à expliquer et à promouvoir la politique de transparence et de libreaccès à l'information sur les activités fédérales.

**Info Source** comprend les publications suivantes :

## Info Source – Sources de renseignements sur les employés fédéraux

- Publication contenant des renseignements qui aident les fonctionnaires et les anciens fonctionnaires à trouver les renseignements personnels détenus par le gouvernement fédéral à leur sujet.
- Publication conçue pour aider les employés et les anciens employés à exercer leurs droits en vertu de la *Loi sur la protection des renseignements personnels*.

## Info Source – Sources de renseignements fédéraux

- Publication contenant des renseignements sur le gouvernement du Canada, son organisation et ses fonds de renseignements.
- Publication conçue pour aider les citoyens à trouver l'institution à laquelle ils doivent s'adresser pour présenter une demande de renseignements officielle ou non officielle.

- Publication où les personnes qui ne sont pas et qui n'ont jamais été à l'emploi du gouvernement peuvent trouver l'information dont ils ont besoin pour obtenir les renseignements personnels à leur sujet qui sont détenus par une institution gouvernementale, en vertu de la *Loi sur la protection des renseignements personnels*.



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Aussi disponible sur le site Web de l'Info Source à l'adresse suivante :  
[www.infosource.gc.ca](http://www.infosource.gc.ca)

Ce document est disponible en médias substitués sur demande.

*Nota :* Pour ne pas alourdir le texte français, le masculin est utilisé pour désigner  
tant les hommes que les femmes.

Sources de renseignements  
sur les employés fédéraux  
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# Info Source

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